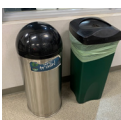
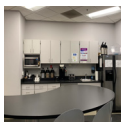


- 1 Apply PPE and place wet floor sign in doorway to limit access.
- 2 Gather needed cleaning and restocking supplies and equipment.
- 3 Pick up and dispose of debris/trash on counters, floor and tables.
- 4 High dust as needed (vents, doors, corners, cupboards, refrigerator, lights, etc.)
- 5 Using all purpose cleaner, damp wipe breakroom surfaces (see 6). Spot clean visible soils from building surfaces (7).
- 6 Sanitize or disinfect building surface FTOs*: all door handles/touchplates, sinks, cupboard handles, light switches and vending machines.
- 7 Sanitize or disinfect breakroom FTOs*: condiments, receptacle lids, tables, chairs, counters, dispensers, coffee pots, and appliance buttons/handles.
- 8 Refill soap, sanitizer and paper products. Check to ensure dispensers function.
- 9 Remove chairs and receptacles for floor care. Sweep floor, pick up debris. Spot clean heavy soils or sticky substances.
- 10 Empty trash and replace liner. Empty recycling receptacles in proper location.
- 11 Damp mop floor with all purpose cleaner. Remove wet floor signs when floor is completely dry.
- 12 Return any chairs or receptacles you moved for floor care back to original positions.



Sanitizing / Disinfecting FTOs (*Frequently Touched Objects)

In times of high viral activity, disinfect regularly with an ample supply of an EPA registered disinfectant.



Always READ the product label. Follow instructions specifically for the targeted result and pathogen.

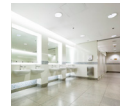
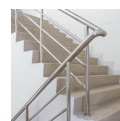


Surfaces should be clean and free of all visible soil prior to sanitizing/disinfecting.



Be sure surface remains visibly wet for stated dwell time for either sanitizing or disinfecting.

- 1 Door handles and pushplates
- 2 Lobby and breakroom countertops and edges
- 3 Desk phones and mobile phones
- 4 Tablets, keyboards, mouse and misc. writing/office tools
- 5 Cubicles, desks and conference area tables
- 6 Stair hand rails
- 7 Hand rails on escalators/ moving sidewalks
- 8 Elevator buttons, inside and out... touch light switches too.
- 9 Drinking fountains
- 10 Vending machines
- 11 Breakroom: coffee pots, condiments, counters, tables, chairs, cupboard and appliance handles
- 12 Restroom: doors, partitions, faucets, dispensers, toilets, urinals and flush handles



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Surfaces should be clean and free of all visible soil prior to sanitizing/disinfecting.



Be sure surface remains visibly wet for stated dwell time for either sanitizing or disinfecting.

Cleaning = Removing

Removal of visible soils such as food, dust, grease, dirt, liquids, etc.

Does not kill germs, but denies germs their food source.

Use appropriate product for the surface/soils.

Effective cleaning uses WAT (water, action, & time) plus proper tools and chemicals.

More frequent cleaning equals easier cleaning.



Sanitizing = Reducing

Reduces the number of microorganisms that the product has been proven effective against.

Clean prior to sanitizing.

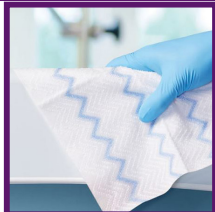
Reduces microorganisms on a clean surface to a safe level, usually a kill rate of 99.99%.

Surfaces must remain wet for the time noted on product label (contact/dwell time).

Food contact surfaces do not require a potable water rinse.

Surfaces must be allowed to air dry.

All sanitizers must be registered with the E.P.A.



Disinfecting = Killing

Reduces the number of microorganisms that the disinfectant has been proven effective against.

Kills microorganisms on a clean surface to a safe level, usually a 100% kill rate.

Clean prior to disinfecting.

Surfaces must remain wet for the time noted on product label (contact/dwell time).

After dwell time, wipe away excess liquid or allow to air dry.

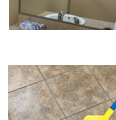
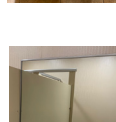
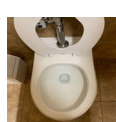
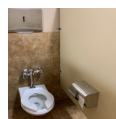
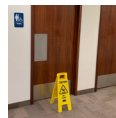
Food contact surfaces require a potable water rinse after being disinfected.

All disinfectants must be registered with the E.P.A.



Routine Restroom Care

- 1 Assemble equipment and supplies. Place wet floor signs at restroom door.
- 2 Using appropriate PPE, flush toilets and urinals. Remove urinal screens, toilet clips & blocks.
- 3 Spray disinfectant into fixtures, on walls, partitions and around urinals. Allow to remain wet.
- 4 Spray disinfectant cleaner on tops and bottoms of toilet seats. Allow proper dwell time in steps 3-6 as per your disinfectant label instructions.
- 5 Mist disinfectant cleaner on shelves, dispensers, trash cans, partitions, and behind basins.
- 6 Spray sink counters, basins and faucet handles with disinfectant and allow proper dwell time.
- 7 Refill all towel, sanitary napkin, tissue, and soap dispensers with your products.
- 8 Sweep floor and spot clean and scrape up heavy soils or sticky substances.
- 9 Empty waste receptacles and replace liners.
- 10 Use swab mop to clean interior of toilets and urinals. Use microfiber cloths to wipe down all surfaces from steps 3-6. Use new surface of your cloth or new cloth as you proceed through the room.
- 11 Spray mirrors with glass cleaner. Wipe with a microfiber cloth. If folded in fourths, you'll have eight clean sections.
- 12 Replace urinal screens/blocks. Mop the floor with neutral cleaner. Work backward towards the door. When the floor is dry remove wet floor signs.



Periodic Restroom Tasks

For tougher buildup on fixtures, use an Acid Bowl Cleaner on toilets/urinals and a creme cleanser on basins.

Use a stainless steel cleaner on metal fixtures.

Use an enzyme floor cleaner weekly to assist with odor control and drain maintenance.

Consider automated air care systems where odors are hard to control.