# Disinfection & Cleaning **Checklist For Your** Office Space









When you think about cleaning an office space, many people just clean and neglect to disinfect. In fact, many office managers and workers aren't aware that disinfecting and cleaning are two different things. The last couple of years navigating a global pandemic has taught us that disinfecting is of utmost importance for the health of everyone and to limit the spread of harmful viruses. As people are getting back into the office, we must keep high standards of cleaning and be diligent about disinfecting high-touch surfaces. To ensure your office space is being disinfected and cleaned properly, here is a checklist that you can print, laminate, and go through daily, weekly, and monthly.

But first, let's go over some important points.

## The difference between disinfecting and cleaning



### **DISINFECTING**

Disinfecting is the use of germicidal agents or processes to kill microorganisms including bacteria, viruses, fungi, spores, and prions. Look for a disinfectant that kills 99.9% of viruses and bacteria. We recommend having a disinfectant spray as well as disinfectant wipes for cleaning. If you're going to use an aerosol, be sure to do so in a well-ventilated area.



### **CLEANING**

Cleaning removes particles from the surface being cleaned. While cleaning is important, it won't reduce the number of microorganisms on a surface. Simply put - cleaning agents are formulated to remove dirt and grime, lift stains, and polish up an area while disinfecting removes the harmful pathogens.

## When and where to disinfect

In an office environment, the rule of thumb is to disinfect high-touch surfaces daily. For items and machines that are shared or are used by customers, such as computers, keyboards, mouse, and payment machines, we recommend wiping them down with disinfectant in between uses.

Here is a list of surfaces to disinfect, which we include in our disinfection and cleaning checklist:



Desks and computer chairs



Reception desk



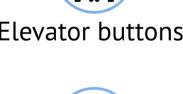
Cash registers



Common area furniture











Handles to cabinets, refrigerator, dishwasher, faucets, etc



As you go through each room, use our printable checklist below to make sure all high-

# **Individual Offices**

Reception Area /

touch surfaces are disinfected.

☐ Light switches Desks

□ Door handles

☐ Chairs ☐ Tables

□ Drawer handles

☐ Telephones

Computers

☐ Keyboards

☐ Mouse ☐ Trash and Recycling bins

☐ Shared office equipment

☐ Electronic devices

☐ Cash registers

☐ ATM machines

□ Debit/credit machines

☐ Vending machines ☐ TV remotes / Projector

remote

☐ Temperature Controls

**Entryway** 



□ Door handles ☐ Light switches

☐ Trash and recycling bins ☐ Elevator buttons

☐ Stair railings ☐ Chairs

Countertops

☐ Tables

**Bathrooms** 





□ Door handles





☐ Trash and recycling bins

Countertops

☐ Soap dispenser

☐ Faucet taps and fixtures

and latches

☐ Stall door handles

☐ Changing stations

☐ Light switches

☐ Stall walls

☐ Towel dispenser

☐ Toilet handles

☐ Toilet seats



Kitchen

☐ Light switches Countertops

□ Door handles

☐ Soap dispenser

☐ Kitchen sink and fixtures ☐ Refrigerator handle

☐ Dishwasher handle Cupboard and drawer

Countertops Tables

handles

☐ Chairs ☐ Coffee pots

☐ Trash & recycling bins

**Cleaning Supplies and Equipment** 

www.cleanspot.ca

**Edmonton** 

**Q** 780-306-1113 14203 – 128A Ave NW

Edmonton, AB T5L 4P5

Calgary

AB T2C 4R1

403-252-4541 • 4919 61 Ave SE, Calgary,