

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
- Door handles
- Reception desk
- Telephones
- Cash registers
- Common area furniture
- Light switches
- Elevator buttons
- Shared touch screens
- Handles to cabinets, refrigerator, dishwasher, faucets, etc

As you go through each room, use our printable checklist below to make sure all high-touch surfaces are disinfected.

Reception Area / Individual Offices	Entryway	Bathrooms	Kitchen
<ul style="list-style-type: none"> <input type="checkbox"/> Door handles <input type="checkbox"/> Light switches <input type="checkbox"/> Desks <input type="checkbox"/> Chairs <input type="checkbox"/> Tables <input type="checkbox"/> Drawer handles <input type="checkbox"/> Telephones <input type="checkbox"/> Computers <input type="checkbox"/> Keyboards <input type="checkbox"/> Mouse <input type="checkbox"/> Trash and Recycling bins <input type="checkbox"/> Shared office equipment <input type="checkbox"/> Electronic devices <input type="checkbox"/> Cash registers <input type="checkbox"/> Debit/credit machines <input type="checkbox"/> ATM machines <input type="checkbox"/> Vending machines <input type="checkbox"/> TV remotes / Projector remote <input type="checkbox"/> Temperature Controls 	<ul style="list-style-type: none"> <input type="checkbox"/> Door handles <input type="checkbox"/> Light switches <input type="checkbox"/> Trash and recycling bins <input type="checkbox"/> Elevator buttons <input type="checkbox"/> Stair railings <input type="checkbox"/> Chairs <input type="checkbox"/> Countertops <input type="checkbox"/> Tables 	<ul style="list-style-type: none"> <input type="checkbox"/> Door handles <input type="checkbox"/> Light switches <input type="checkbox"/> Countertops <input type="checkbox"/> Soap dispenser <input type="checkbox"/> Towel dispenser <input type="checkbox"/> Faucet taps and fixtures <input type="checkbox"/> Stall door handles and latches <input type="checkbox"/> Stall walls <input type="checkbox"/> Toilet seats <input type="checkbox"/> Toilet handles <input type="checkbox"/> Changing stations <input type="checkbox"/> Trash and recycling bins 	<ul style="list-style-type: none"> <input type="checkbox"/> Door handles <input type="checkbox"/> Light switches <input type="checkbox"/> Countertops <input type="checkbox"/> Soap dispenser <input type="checkbox"/> Kitchen sink and fixtures <input type="checkbox"/> Refrigerator handle <input type="checkbox"/> Dishwasher handle <input type="checkbox"/> Cupboard and drawer handles <input type="checkbox"/> Countertops <input type="checkbox"/> Tables <input type="checkbox"/> Chairs <input type="checkbox"/> Coffee pots <input type="checkbox"/> Kettles <input type="checkbox"/> Trash & recycling bins