

## Office Cleaning and Sanitization

A clean office benefits both customers and employees in many ways.

All of these germs can easily spread throughout the office. In addition to germs, a buildup of dust, lint, or pollen can cause serious health issues in employees.

It's important to ensure employees have a safe, clean environment to work in.

As we step further into the modern world a clean environment is more important than ever, ushering in new ways to clean and disinfect.



## Vacuumping

A really good vacuuming job can draw in up to 99 percent of the dirt and dust in an area.

When doing your thorough cleaning:

- Dust the room before vacuuming so you can vacuum up the particles that float into the air as you work and settle on the floor.
- Move furniture out of the way before you begin vacuuming (both so you don't bump into it and so you do a thorough job of cleaning under and around it).
- Never vacuum between the legs of a chair, for example.
- Be especially careful around baseboards to avoid marring them. You can easily mark the baseboards with the edge of the vacuum. It may be best to sweep from the wall out to get at loose debris from the ledges or edges of the carpeting and flooring.

Many vacuum cleaners come with standard attachments -- but all too often they're forgotten. Know which tool to use on which surface, and your vacuuming will be more effective.



**You can do a much more thorough job using the proper tool.**

## 1. Crevice Tool

With its skinny shape and angled tip, this one gets into the tight spots: corners, along baseboards, around radiators or vents, between sofa cushions, and more.

You can also use it for cleaning refrigerator coils or de-linting the inner workings of your dryer.

The crevice tool is also perfect for ledges in window frames or around the door frame where dust will accumulate and go unseen on simple inspection.

## 2. Dusting Brush

Round with long, soft bristles, it helps whisk windowsills, bookcases, framed art, lampshades, and blinds.

If your vac is equipped with variable suction, you can also use it for more delicate tasks, such as cleaning around knick-knacks and easily breakable items.

## 3. Upholstery Tool

This attachment is wide and sometimes has a lint-catching fabric strip perfect for coaxing dust from sofas, chairs, mattresses, and cushions.

Run along the seating or cushion and as you drag the fabric strip pulls loose dust and debris.

## 4. Extension Wand

This gives you more reach, and nabs dust dangling from high ceilings and corners or buried deep behind appliances.

Try this neat trick: If you've dropped something lightweight in a spot you can't reach, stretch a piece of nylon pantyhose over the end of the wand, secure it with a rubber band, and use it as a tool to retrieve your item.

Good for use with small pet toys or kids toys to prevent clogging the vacuum.

## **Canister Vac-Only Tools**

Typically, more accessory-equipped than uprights, a canister will often come with these, too.

### **1. Motorized Brush Head**

Sometimes called the "power nozzle," this large attachment has a rotating brush to clean carpets more like an upright.

Some allow you to turn off the rotation, so you can use it on bare floors, too.

### **2. Bare Floor Brush**

This wide narrow tool has short, stiff bristles for removing fine dust and grit from hardwoods and tile.

Sometimes pieces stick in the grout or connecting tiles.

## **EXTRA HELPERS**

You can tackle most vacuuming tasks with those listed above, but some manufacturers offer innovative tools tailored to picky jobs.

Some of these might come with the vacuum, and others you may need to buy separately.

### **1. Power or Turbo Brush**

Similar to the canister's motorized brush head but smaller, this tool offers rotating bristles and a compact size that are useful on stairs and good for deep-cleaning upholstery, mattresses, or car interiors.

Some have rubber parts to better grab and remove pet hair stuck to fabrics.

Should not be used on delicate fabrics like silk.

## **2. Mattress Attachment**

Designed to remove even more dust and allergens from mattresses, some have textured pads, extra width, or a unique shape for the job.

## **3. Ceiling Fan and Blind Attachments**

Gets to the top of fan blades and between blinds.

You can also try tackling them with the standard dusting brush.

Cleans vents in the walls and floors.

## **Disinfectant Mopping of all Hard Floor and Surface Areas**

A good fresh mop not only cleans the surfaces where debris and germs can sit but also gives the space that clean smell that indicates you have done a good job cleaning.

Below you will find a variety of types of mops that are available and using the proper one for the job is important and can not only save time but allow you to do a thorough job.

### **Flat mops**

These types of mops are usually designed for very small stains.

A pad is attached at the end of these, and the pad picks up dirt or wet spots.

Some pads for these flat mops can be washed in a washing machine and reused.

Flat mops are designed to clean very small areas that do not encounter a lot of traffic or a lot of heavy-duty cleaning, such as small office areas.

## **Sponge Mops**

A step above the flat mop, the sponge mop has a similar design to the flat mop, only they attach a sponge at the end instead of a pad or a cloth.

The sponge can absorb much more than the pad that the sponge mop can absorb, and therefore can be used in bigger areas.

Still, the sponge mop is more ideal for spills than anything else, as the liquid from the spill can be absorbed much easier than any other mop head surface.

## **Dust Mops**

The dust mop is used as a giant broom for sweeping dust, paper, and other kinds of trash from the floor before the floor gets mopped.

Because it takes a much longer time to walk around a place with a broom and a dustpan to collect and throw away these kinds of things, the dust mop is useful for cleaning up trash and dust in bigger buildings, such as warehouses and shopping centers, where they can be used to gather up anything that needs to be thrown away before the floor can be cleaned proper.

## **String Mops**

String mops are by far the most common mop on the planet, and virtually any other mop on this list follows the design of this list.

This is the type of mop that comes with a bucket, the mop gets placed into the bucket, which then gets wrung out by whatever device wrings out the water on the bucket.

Virtually all places of business carry string mops, as they are very efficient at cleaning massive dirty areas on a floor.

## **Strip Mop**

Related to the string mop is the strip mop. Strip mops have a number of uses.

When they are dry, they can be used for dusting, as the mop head has a series of strips on them that can easily remove dust from a surface without spreading it around further.

When wet, they do more or less the same thing as a string mop.

They are not as massive as a common string mop, so they may not be ideal for bigger areas.

However, because some strip mop heads are removable and can be placed in a washing machine to be used again, they are effective at cleaning offices and houses.

## **Steam Mops**

Strip mops and string mops need to have solution manually applied to them and then wrung out before being used.

Steam mops take that process away.

While not being as big as a string mop but being as big as a strip mop, steam mops are equipped with solution cartridges that dispense solution when a button is pressed on the mop.

The solution then sprays out in front of the mop head.

The steam mop is perfect for cleaning homes and offices as there is no need to keep a bucket around for it.

## Spin Mop

Another mop that is related to the string mop, the best spin mop does come with a bucket, and follow the same concept as the string mop.

Different than the string mop, the bucket is equipped with either a foot pedal or a hand pedal that wrings out the water and solution absorbed by the mop better than any wringer on a string mop could.

Spin mops are not as large as string mops typically, but are still very useful to have when cleaning a medium area, such as house.

## Microfiber Mop

Microfiber materials are being discovered at faster rates nowadays, specifically because of their ability to absorb just as much if not more than a sponge.

Microfiber mops are built the same way as a sponge mop. The only difference is that the mop head is made of microfiber, which can absorb just as much as a sponge.

While a sponge is nearly impossible to clean perfectly, microfiber materials are often very easy to clean.

## Floor Mop

A variation of the dust mop, the purpose of the floor mop is also to clear a floor of trash, dust, and other particles or foreign objects on the floor that would get in the way of cleaning the floor with a wet mop.

Some floor mops are also called “shop brooms,” which resemble a mop, but have bristles at the end like a broom would have.

The floor mop is perfect for very large spaces such as warehouses where a lot of solid materials could fall to the floor.

Floor mops can be effective when cleaning parking lots, especially if they are in the “shop broom” category.

## Static Mop

Yet another variation on the dust mop is the static mop.

Static mops have virtually the same design as a shop broom, the only difference is that instead of bristles attached at the end, some of them have microfiber attached to the end.

The fact that microfibers carry some semblance of static is what gives them the name static mops.

These kinds of mops are used in the same way as dust and floor mops are used, for gathering up solid foreign objects that need to be swept into a dustpan.

## Disposable Mop

Disposable mop heads can connect to almost any of the above described mops.

While some mop heads can be washed and reused, disposable mops can be discarded.

Disposable mops are frequently used in stores and office buildings, as the effort to take a used mop head to be washed and reused is not feasible.



**Fun Fact:** The word 'Mop' (although it was spelled "mappe"), appeared in English language in 1496 and has since been improved many times.

### **Empty Waste Bins, Add New Liners (wash as needed)**

Offices have numerous types of bins in a variety of places throughout the office.

Besides bathrooms with large receptacles there are cubicle bins for recycling as well as garbage.

If the office has a kitchen or staff room be sure to check the garbage there because they could have perishable or rotten food in them which will cause a terrible odor if left unattended to.

**These receptacles need to be cleaned once every three months unless there's been a bag breach, in which case you need to do it ASAP!**

Large garbage bins will be cleaned out every time you are cleaning after you have dumped out the smaller bins throughout the office.

Be sure to clean any place where the garbage from the bin has seeped out or fallen out onto the floor no matter the type of flooring.

Add fresh liners to all bins when cleaned.



### **Clean All Glass Surfaces**

Wipe down glass top desks or glass doors with appropriate cleaners like Windex.

A thorough window cleaning will make the space sparkle.

To prevent the build-up of stubborn hard water stains on windows, thorough cleaning in spring and fall should do the trick for outside wall windows that open.

Mirrors or windows that are regularly exposed to humidity will be subject to a more thorough cleaning because of buildup.

On close examination, it's amazing how dirty glass surfaces can get, really.

### **Clean Walls and Cubicle Walls**

The best way to wash walls painted with latex paint is to use warm water and a nonabrasive all-purpose cleaner.

Another option is a mixture of warm water and dishwashing soap. If that still doesn't get it done, mix a cup of ammonia, ½ cup of vinegar and ¼ cup of baking soda in one gallon of warm water.

Dip a clean sponge in the water, then wring it dry.

Gently rub the wall.

Be sure to dry the wall thoroughly with a towel to prevent streaking and water damage.

Pay special attention to areas that get touched often—such as around doorknobs and light switches.



### **How to Clean Cubicle Walls**

Unlike painted office walls, cubicle walls simply can't be wiped down with a wet rag for cleaning.

The typical cubicle wall features fabric construction that attracts and collects dust, dirt, germs and particulates that can affect allergies.

Vacuuming is the first step to cleaning cubicle walls.

It's important to remove as much dust, loose dirt and any other particulates that may be clinging to or that has settled into the fabric fibers.

For anyone suffering from allergies, routine vacuuming of cubicle walls may help reduce symptoms triggered by allergens such as dust and pollen.

Any stains on the walls should be pre-treated with a spot cleaner. Like furniture upholstery, these fabric walls will respond to either a solvent or water-based cleaner.

Always test a small, inconspicuous area with the spot remover before treating the stain. Look to ensure the color doesn't fade and that the fabric doesn't become damaged.

To clean cubicle walls, try a mild liquid detergent, water and a soft-bristle scrub brush.

Mix a cleaning solution of 1/4 cup mild laundry detergent with 1-quart warm water to create a sudsy solution.

Dip the brush into the suds, not the soapy water, and lightly scrub the cubicle wall panels with the suds.

Work from the top of the panels to the bottom, lightly scrubbing in a small, circular motion.

To remove the suds, wipe with a clean wet towel.

Allow to dry thoroughly before moving the furniture back in place or returning any items to the walls.

### **Dry Wipe Polish Brass and Bright Work**

Before cleaning, check to see if your item is solid brass, or brass-plated.

Do this by grabbing a refrigerator magnet and placing it on the faucet or item. Magnets will not stick to solid brass, so if the magnet sticks, your item is brass-plated.

## Office Cleaning and Sanitization

This is important because if you scrub a brass-plated item too hard you can remove the plating.

How do you clean brass items if they're plated? Wipe with hot, soapy water and dry thoroughly.

How to clean brass depends on how dirty or tarnished it is.

**For light cleaning**, hot, soapy water and a soft cleaning cloth may be all you need.

Wipe down the surfaces with the cloth.

Use a toothbrush to scrub in crevices.

Rinse the item with clean, warm water and dry thoroughly.

**If very dirty or tarnished**, you can use commercial cleaners.

Use them sparingly, though, because they're abrasive and frequent use can scratch the surface of the brass.

## **Disinfect and Wipe Down Door Handles and Light Switches**

Hard (Non-porous) Surfaces

Wear disposable gloves when cleaning and disinfecting surfaces.

Gloves should be discarded after each cleaning.

If reusable gloves are used, those gloves should be dedicated for cleaning and disinfection of surfaces and should not be used for other purposes.

Consult the manufacturer's instructions for cleaning and disinfection products used.

Clean hands immediately after gloves are removed.

If surfaces are dirty, they should be cleaned using a detergent or soap and water prior to disinfection.

**For disinfection, most common EPA-registered household disinfectants should be effective**

## Office Cleaning and Sanitization

Diluted household bleach solutions (at least 1000ppm sodium hypochlorite) can be used if appropriate for the surface.

Follow manufacturer's instructions for application, ensuring a contact time of at least 1 minute, and allowing proper ventilation during and after application.

Check to ensure the product is not past its expiration date.

Never mix household bleach with ammonia or any other cleanser.

Prepare a bleach solution by mixing:

**5 tablespoons (1/3rd cup) bleach per 4 litres of water or 4 teaspoons bleach per litre of water**

Remember to:

- Polish, buff all hardwood surfaces (floors and tables)
- Empty refrigerator of all employee food, clean and disinfect
- Dust all high surfaces, working top down

## Electronics

For electronics such as cell phones, tablets, touch screens, remote controls, and keyboards, remove visible contamination if present.

Follow the manufacturer's instructions for all cleaning and disinfection products. Consider use of wipeable covers for electronics.

If no manufacturer guidance is available, consider the use of alcohol-based wipes or sprays containing at least 70% alcohol to disinfect touch screens.

Dry surfaces thoroughly to avoid pooling of liquids.



## Washrooms

Disinfect and wipe down all hard surfaces and fixtures.

Spray a disinfectant bathroom cleaner, like Clorox or Lysol, all around the bathroom sink and wipe with a cloth or sponge.

Spray or wipe faucet handles with a disinfectant spray or wipe, allowing them to remain wet for the required time on the package to kill germs

The nonporous surfaces used in a bathroom to prevent water absorption make sanitizing them easier than doing the same on wood or unsealed stone.

Clean all surfaces in the bathroom first with soapy water and rinse thoroughly.

Fill a 1 litre spray bottle with water and add 1 teaspoon of bleach to the water or use a commercial cleaner with good sanitizing power.

Spray tile, countertops, walls, and the ceiling with all-purpose cleaner and turn on the shower, cranking the hot water until steam builds (about five minutes).

Turn off the water, shut the door on your way out, and let the steam and the cleaner mix for 20 minutes.

Then wipe down all surfaces with a clean cloth.

To reach high spots, use a clean, dry microfiber mop.

Wipe the tile floor, too, but only after you've finished the rest of the dirty work.



## **Sanitize Basins and Toilet**

Clean toilets (reload paper products as needed)

Start by pouring a cup of baking soda into the bowl. Let sit for a few minutes; brush and flush.

Pour white vinegar or baking soda down the drain and flush with hot water. You could also use Bleach or Commercial Cleaners.

For the faucet, use disposable disinfecting wipes, which significantly reduce bacteria. (cloths may just move germs from one spot to another.)

## **Sharps Containers on Premises**

Sharps are medical devices like needles, scalpels, and other tools that cut or go into the skin.

Learning how to safely handle sharps is important to prevent accidental needlesticks and cuts.

Some needles have a protective device, such as a needle shield, sheath, or blunting, that you activate after you remove the needle from the person.

This allows you to handle the needle safely, without the risk of exposing yourself to blood or body fluids.

If you are using this kind of needle, make sure you know how it works before you use it.

Follow these guidelines when you work with sharps.

- DO NOT uncover or unwrap the sharp object until it is time to use it.
- Keep the object pointed away from yourself and other people at all times.
- Never recap or bend a sharp object.
- Keep your fingers away from the tip of the object.
- If the object is reusable, put it in a secure, closed container after you use it.

- Never hand a sharp object to someone else or put it on a tray for another person to pick up.
- Tell the people you are working with when you plan to set the object down or pick it up.

### **Sharps Disposal**

Make sure the disposal container is made for disposing of sharp objects. Replace containers when they are two-thirds full.

#### **Important tips include:**

Never put your fingers into the sharp's container.

If the needle has tubing attached to it, hold the needle and the tubing when you put it in the sharp's container.

Sharps containers should be at eye level and within your reach.

If a needle is sticking out of the container, do not push it in with your hands. Call to have the container removed. Or, a trained person may use tongs to push the needle back into the container.

If you find an uncovered sharp object outside of a disposal container, it is safe to pick it up only if you can grasp the non-sharp end. If you cannot, use tongs to pick it up and dispose of it.



## **Refill Soap Dispensers**

Refill soap dispensers with appropriate soap product. Fill to Manufacturers suggested recommendations.

A variety of commercial soap products are available and offices will have their favorites.

## **Clean All Reflective Surfaces**

Check out these five options for cleaning your mirrors without using Windex.

- Vinegar and Water
- Rubbing Alcohol
- Just Water
- Dish Detergent
- Shaving Cream

Wipe mirror down and use squeegee for perfect results with no streaks.

Pour white vinegar in a spray bottle and spray over the cloudy mirror, but not to the frame, especially if it's wooden.

Crumple an old newspaper and use it to wipe the vinegar off the glass.

Rub the mirror until you're left with a shiny, streak-free mirror.

**Fun Fact:** Did you know that most mirror and window cleaners have a small amount of vinegar in them?

## Cleaning Records for Washrooms

Keeping good records of the necessary cleaning is important and will let those that use the washroom that you have kept up with the necessary cleaning procedures to ensure a clean and sanitized washroom.

A simple Date, Time and Task sheet printed in your records or posted on the door to the washroom will help to ensure these procedures were carried out with the upmost security.

Once all is done you should indicate Tasks with Initials, Dates and Times of the cleaning.

It important to clean, sanitize and store equipment properly to avoid bacteria from penetrating or accidents.



### WASHROOM CLEANING CHECKLIST

Date .....	CHECK STOCK AS REQUIRED						CLEAN & TIDY HOURLY					MOP AS REQUIRED	Signed by
	Toilet Paper	Paper Towels	Soap	Hand Lotion	Feminine Hygiene	Air Freshener	Wipe Sink & Fittings	Wipe Mirror	Check/ Wipe Toilets	Pick Up Litter	Empty Bins	For Clean Floors	
Supervisor Inspection													
9am													
10am													
11am													
Supervisor Inspection													
12pm													
1pm													
2pm													
Supervisor Inspection													
3pm													
4pm													
5pm													
Deep Cleaning													

**Tick box only if an item has been restocked or completed**

**Report any faulty or broken items to your supervisor as soon as possible**