

Clean/sanitize/Disinfect Scope.

Conference and Training Room.

Hallways/Foyers/Entry Lobby

Breakroom

Administrative Offices

Production / manufacturing area

Trash cans

Storage/Inventory

Breakroom, Common Areas and Hallways (to include Conference, Training Rooms)

Clean/sanitize/disinfect all touchable surfaces

Exterior of all cabinets and handles

Inside of cabinet doors

Inside of cabinet drawers

Chairs – to include underside of all chairs

Tables—to include underside of all tables

Walls – up to 9 feet

All handles and/or faucets and spouts

Dispensers – soap, hand sanitizer, paper towel

Clean all areas of these (front, side, top, bottom)

Refrigerator/appliances/vending machines

Front

Sides

Top

Handles

Inside doors

Water dispensing area – refrigerator only

Keypad – vending machine only

Inside dispensing area – as best possible – vending machine only

Counters

Clean/sanitize/disinfect entire counter (top, front, sides)

Move any appliance to ensure total cleaning/treatment coverage

Sink

Clean/sanitize/disinfect all areas of sink – per chemical application requirements

Water Cooler/Drinking Fountain (if present)

Front

Sides

Top

Lockers

Front

Top

Sides

Handles

Doors

Wipe entire frame and sill per chemical requirements (to include entire frame)

Window sill and door frame – per chemical requirements/instructions

Front, back, sides and top

Handles (to include exterior handles)

Clean/sanitize/disinfect window with ammonia based cleaner

Wipe entire frame and sill per chemical requirements/instructions

Floors

Dust mop the entire floor area

Use either a wet mop or microfiber mop to thoroughly wet floor (mop head to be single use for this area only)

Floor should be wet for a minimum of 5 minutes

Pay special attention to high traffic areas, corners, under tables and around appliances

Lab areas

Everything under 9 feet should be cleaned/sanitized/disinfected

Walls

Clean/sanitize/disinfect walls up to 9 feet – per chemical requirements/instructions

Tables/Counters – clean/sanitize/disinfect.

Dispensers – soap, hand sanitizer, paper towel

Clean/sanitize/disinfect all areas of these (front, side, top, bottom)

Desks

All desks should be cleared of all paperwork by personnel

Entire surface of desk to be cleaned/sanitized/disinfected per chemical application requirements

To include underside, legs and feet

Chairs – desk to be cleaned/sanitized/disinfected per chemical application requirements

To include underside, legs and feet

Walk-In Coolers/Freezers

Exterior treated same as walls

Interior side of door and handle should be cleaned/sanitized/disinfected per chemical application requirements

Admin areas/Offices

Clean/sanitize/disinfect all touchable surfaces

Exterior of all cabinets and furniture

Includes: desks, tables, shelves, chairs, copiers/printers,

Inside of cabinet doors – to include open shelf areas

Any open bookshelf or enclosed cabinet should be completely sprayed with aerosolized disinfectant and allowed to dwell until dry

Personnel shall remove any extraneous items or paperwork leaving clear cleanable surface

Special care should be taken when cleaning/sanitizing/disinfecting around electronics

Phones shall be completely wiped down to include top, sides, back, receiver, cord and keypad

Restrooms

Restroom shall be closed and not used during this time

Clean/sanitize/disinfect all accessible and touchable surfaces

Chemical dwell time must be a minimum of 10 minutes

Clean all walls, dividers and counters

Stall dividers should be cleaned on all sides (side, top, bottom, ends and hardware)

Counters should be cleaned on all sides

Clean/sanitize/disinfect all fixtures completely (commodes, urinals, sinks)

This should include all areas of the fixture from top to bottom.

After dwell time has been achieved, a microfiber cloth dampened with disinfectant shall be used to wipe

up excess moisture.

Dispensers – soap, hand sanitizer, paper towel

Clean/sanitize/disinfect all areas of these (front, side, top, bottom)