

OFFICE CLEANING CHECKLIST

What Do I Need?		What Do I Need to Clean?	Safely Cleaning	After Cleaning
Cleaning/Disinfecting solution/Wipes ¹	Frequently touched surfaces		Read product label and SDS ²	Disposal
Household detergent followed by disinfection	Tabletops		Follow instructions	Single-use PPE, disposable
SDS for cleaning products ²	Door handles		Wear gloves while cleaning	Double bag, i.e. place the above materials in a rubbish bag, and put this rubbish bag inside another one and dispose in general waste
Follow manufacturer's instructions	Light switches		Wash hands before and after	Launder
Ensure the product is suitable for the surfaces you are cleaning	Desks		Use disposable gloves where possible	Reusable cleaning equipment (e.g. mop heads)
Method of recording cleaning	Toilets & doors		Only use reusable gloves for general cleaning	Completely dry before re-use
When Do I Need to Clean?	Taps		Do not share gloves	Empty and re-clean equipment. E.g. buckets, with a fresh solution of disinfectant and completely dry before re-use
General cleaning at the end of the working day	Kitchen surfaces		Preparing to Clean	
Workstation cleaning – when you have finished using the workstation	Cupboard handles		Prevent access to areas that have been used by suspected or confirmed cases	
			Break rooms	
			Bathrooms	
			Touch points	
			Open outside doors and windows (if possible) to increase air circulation	

¹<https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings>
²SDS – Safety Data Sheets – the SDS must be provided by the supplier to the recipient, and must contain information about the chemical to enable the recipient to take the right precautions. Note: SDS do not have to be provided when chemicals are sold for private use through shops, due to the existence of comparable legislation covering such cases. ACOPI: Safety Data Sheets or Substances and Preparations Dangerous for Supply.

To get help with your Return to Work programme, email info@cardinus.com or call **020 7469 0200**

