

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. ACOP: Safety Data Sheets or Substances and Preparations Dangerous for Supply.

