



# MANUFACTURING AND DISTRIBUTION CENTRES OFFICE AND BREAKROOM CLEANING CHECKLIST

## DISINFECT OFFICE ENTRYWAY AND COMMON SPACES



Including keypads and speakers, doorway/entrance, door knob, light switch, glass entryways, check-in desk, railings, etc.

- Regularly disinfect all high-touch areas with a spray bottle of disinfectant and a damp microfibre cloth or disposable microfibre wipe.
- Clean and disinfect electronics (like copiers and monitors) according to manufacturer's instructions. If no guidance, use a spray bottle of disinfectant and a damp microfibre cloth or disposable microfibre wipe.
- Wipe and polish all metal fixtures with blue glass cloth.
- Clean soft surfaces, such as carpeted floor, rugs and drapes, with soap and water, or with cleaners appropriate for use on these surfaces.

## DISINFECT INDIVIDUAL OFFICES, DESKS AND CUBICLES



- Regularly disinfect desk surfaces and high-touch areas (light switches, drawer handles, etc.) using a spray bottle of disinfectant and a damp microfibre cloth or disposable microfibre wipe.
- Clean and disinfect individual electronics (like desk phones, computer monitors, keyboards, mice, etc.) according to manufacturer's instructions. If no guidance, use a spray bottle of disinfectant and a damp microfibre cloth or disposable microfibre wipe.
- Wipe and polish all metal fixtures with blue glass cloth.

## RESTOCK SUPPLIES AND WASTE DISPOSAL



- Restock supplies at all hand sinks, including disposable towels and soap.
- Ensure hand sanitiser stations are available and refill as needed.
- Dispose of waste as often as needed.
- Place new liner bag in the waste container.
- Disinfect waste disposal area and clean rubbish bin regularly.

## DISINFECT BREAKROOM HIGH-TOUCH AREAS



Including doorway, door knob, light switch, glass entryway, railings, countertop, sink, fixtures, etc.

- Regularly disinfect all high-touch areas with a spray bottle of disinfectant and a damp microfibre cloth or disposable microfibre wipe.
- Restock supplies at hand sink including disposable towels and soap.
- Ensure hand sanitiser station is available and refill as needed.

## DISINFECT BREAKROOM APPLIANCES



- Regularly disinfect high-touch appliance surfaces using a spray bottle of disinfectant and a damp microfibre cloth or disposable microfibre wipe.
- Microwave/toaster/etc:** Wipe down all handles and surfaces, including both the inside and outside.
- Vending machine:** Wipe down glass and all touchpads.
- Coolers/refrigerators:** Wipe down all handles and glass.
- Ice machine:** Wipe down the exterior and all handles/touch points.
- Wipe and polish all metal fixtures with blue glass cloth.

## DISINFECT BREAKROOM SEATING AREA



Disinfect seating area at the start of the day, in between each group of employees or shift, and again at the end of the day.

- Remove all items (salt and pepper shakers, napkin dispensers, centerpieces, etc.) from the table in order to fully clean the entire surface.
- Disinfect the breakroom table using a spray bottle of disinfectant and a damp microfibre cloth or disposable microfibre wipe.
- Disinfect all benches and chairs, paying special attention to high-touch areas like arm rests.

### DON'T FORGET



- Clean visibility dirty surfaces with water and detergent prior to disinfecting.
- Ensure proper dwell time is met and let air dry.



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## TIP



Make sure to wear disposable gloves and ensure proper ventilation while cleaning and disinfecting any area within the facility.

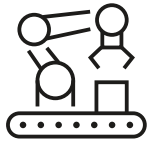
High-touch disinfection recommendations based on CDC guidance for disinfection. Always work with your cleaning solution provider to identify the right chemicals and follow manufacturer and regulatory instructions regarding disinfection within the facility.

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# MANUFACTURING AND DISTRIBUTION CENTRES CLEANING CHECKLIST

**DISINFECT HIGH-TOUCH EQUIPMENT:** Always clean and disinfect equipment and electronics according to manufacturer's instructions. If no guidance, the CDC recommends using a spray bottle of disinfectant and a damp microfibre cloth or disposable microfibre wipe to disinfect the surface. Ensure proper dwell time and let air dry.



## MANUFACTURING AND DISTRIBUTION MACHINERY (MANUAL AND AUTOMATED)

**WHEN:** Disinfect at the beginning of each shift, before use by a new associate and at the end of each shift.

### AREAS TO INCLUDE:

- Touch Screen
- Control Panel and Buttons
- Emergency Stops
- Surface of Work Table
- Scanner
- Compressed Air Gun



## COMPUTER WORKSTATIONS AND OTHER ELECTRONICS

**WHEN:** Disinfect at the beginning of each shift, before use by a new associate and at the end of each shift.

### AREAS TO INCLUDE:

- Keyboards
- Mouse/Mouse Pad
- Edges of Monitor
- Buttons and Controls
- Printer Output Area
- Writing Tools
- Workstation Surface Area



## ELECTRIC VEHICLES AND EQUIPMENT

**WHEN:** Disinfect at the beginning of each shift, before use by a new associate and at the end of each shift.

### AREAS TO INCLUDE:

- Gearbox Controls
- Controls and Display Panels
- Frame Handle and Frame
- Key, Ignition and Surrounding Area
- Keyboard and Unit
- Screen
- Scan Gun (including screen and trigger)
- Seat
- All surfaces within operator's reach
- Propane Tank/Hoses/Valves

## DON'T FORGET



Don't forget to use a spray bottle of disinfectant and microfibre cloth to clean all other high-touch areas, which could include: doorway/entrance, door knobs, light switches, glass entryways, railings, etc.



## REMEMBER TO DISINFECT PPE

All reusable personal protective equipment (PPE) including hard hats and goggles should be disinfected before and after each use. Use a disposable microfibre wipe to disinfect.



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## TIP

Make sure to wear disposable gloves and ensure proper ventilation while cleaning and disinfecting any area within the facility.

High-touch disinfection recommendations based on CDC guidance for disinfection. Always work with your cleaning solution provider to identify the right chemicals and follow manufacturer and regulatory instructions regarding disinfection within the facility.

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# MANUFACTURING AND DISTRIBUTION CENTRES RESTROOM CLEANING CHECKLIST

*Follow the steps, in order, below to ensure that you move from the cleanest surfaces in the room to the dirtiest surfaces and from the top of the room to the bottom to help minimise cross-contamination.*

Before starting, place a "Closed for Cleaning" sign in front of the restroom to reduce interruptions and ensure that the restroom can be fully cleaned.



## DISINFECT SINK AND COUNTER



- Use damp green microfibre cloth for general cleaning, and a damp blue microfibre glass cleaning cloth for bright surfaces.
- Wipe top of sink and bowl, as well as the front of the counter with the green microfibre cloth.
- Wipe and polish taps and all metal fixtures with blue glass cloth.
- Clean the piping and all the exposed surfaces of the entire unit.

## CLEAN MIRRORS



- Use damp blue microfibre glass cleaning cloth.
- Lightly wet cloth with water and clean mirror from top to bottom.
- Remove fingerprints, splash marks and smudges as needed.

## DISINFECT TOILET BOWL AND SURFACE



- Pour a small quantity of bowl cleaner in the toilet bowl water of each toilet.
- Dip bowl brush into the bowl water, now mixed with bowl cleaner, and move it around all inside surfaces including under the rim of the bowl, allowing to stand for proper dwell time.
- Clean and polish the piping, flush handle, seat and bowl with a yellow microfibre bathroom cloth.

## RESTOCK SUPPLIES AND WASTE DISPOSAL



- Restock supplies at hand sink including soap and sanitiser.
- Dispose of waste as often as needed.
- Place a new liner bag in the waste container.
- Disinfect waste disposal area and clean waste container regularly.

## DUST MOP AND WET MOP THE FLOOR



- Check the floor for debris and use a scraper if needed before beginning.
- Use microfibre 45cm dust pad and begin dust mopping from the entrance door working backwards. If a dust mop is not available, use a broom.
- Place wet floor sign on the ground to alert associates of wet floor to help prevent slips and falls.
- Use sterile, disposable wet mop or freshly machine-laundered wet mop. Fill the mop bucket with diluted floor cleaning solution as recommended per chemical-specified guidelines.
- Start mopping in the back corner of the restroom, using a "Figure 8" motion to prevent cross-contamination and keeping track of dirty and already-cleaned surfaces. Continue mopping backwards and out of the restroom door.
- Remove the used mop head after cleaning the restroom to avoid cross-contamination in other areas of the facility.



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## TIP

Make sure to wear disposable gloves and ensure proper ventilation while cleaning and disinfecting any area within the facility.