



Vehicle and Public Transport Vehicle AIRPORT CLEANING CHECKLIST

DISINFECT AIRPORT ENTRANCE AND WAITING AREAS



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

- Regularly disinfect all high-touch surfaces with a spray bottle of disinfectant and a damp microfibre cloth or disposable microfibre wipe.
- Wipe down all glass entryways and metal fixtures with a blue glass cloth for a streak-free shine.
- Ensure any tables, benches and chairs are disinfected, paying special attention to high-touch areas like arm rests.

DISINFECT SECURITY DESK / AIRPORT RECEPTION



Including guest registration, key card access points, turnstiles, conveyor belts, tubs, etc.

- Regularly disinfect all high-touch surfaces with a spray bottle of disinfectant and a damp microfibre cloth or disposable microfibre wipe.
- Wipe and polish all metal fixtures with a blue glass cloth for a streak-free shine.

DISINFECT AIRPORT SEATED AND COMMON SPACES



Including door knobs, arm wrests, railings, electrical outlets, HDMI cord plug-ins, etc.

- Regularly disinfect all high-touch surfaces with a spray bottle of disinfectant and a damp microfibre cloth or disposable microfibre wipe.
- Ensure any tables, benches and chairs are disinfected, paying special attention to high-touch areas like arm rests and table tops.
- 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.

WASTE DISPOSAL



- Dispose of waste and recycling as often as needed.
- Place new liner bag in the waste container.
- Disinfect waste disposal area and clean rubbish bin regularly.



DON'T FORGET

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

CARPET DISINFECTION



- Begin by plugging in the vacuum cleaner into a centrally located outlet to increase productivity.
- Overlap strokes slightly until the entire area is vacuumed. Make sure to use any helpful accessories to aid in hard-to-reach areas.
- Apply spot cleaner directly to any stains and necessary areas and follow specific label instructions.
- Use a circular motion and apply spot cleaner outside the perimeter of the spot to avoid spreading of the spot.
- Allow time for the area to dry and then use a tapping brush and blot with a white towel to absorb the soil.
- Rinse the area thoroughly with clean water.
- Once the carpet has dried, use the vacuum to remove any remaining residue.
- Launder rugs and door mats regularly according to manufacturer's instructions.

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 employees and visitors 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.
- Begin mopping at the opposite end of the door and if using a string mop, use a "Figure 8" motion to prevent cross-contamination and keep track of dirty and already cleaned surfaces.



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TIP



BOMA recommends ensuring that touch-free hand sanitiser stations are available throughout the facility, including lobbies, bag collection areas, elevator lobbies, parking areas, common facilities, and near restrooms, fitness facilities, retail and restaurants.¹ Ensure hand sanitiser stations are refilled regularly.

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 sanitation and disinfection within the facility. ¹Getting Back to Work: Preparing Buildings for Re-Entry Amid COVID-19, BOMA International, April 2020.



Vehicle and Public Transport Vehicle AIRPORT AND STATION 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



- 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 employees and visitors 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.
- Begin mopping at the opposite end of the door and if using a string mop, use a "Figure 8" motion to prevent cross-contamination and keep track of dirty and already cleaned surfaces.
- 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.

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 sanitation and disinfection within the facility. ¹Getting Back to Work: Preparing Buildings for Re-Entry Amid COVID-19[®], BOMA International, April 2020.



Vehicle and Public Transport Vehicle BUS, TRAIN, TRAM, AIRPLANE ETC. CLEANING CHECKLIST

DISINFECT SEATING AREAS



Including light switches, door handles, railings, arm rests, etc.

- Regularly disinfect desk surfaces and high-touch areas including the chair 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.

DISINFECT FOOD TRAYS AND BENCHES



- Regularly disinfect high-touch areas (benches, trays, handrails) using a spray bottle of disinfectant and a damp microfibre cloth or disposable microfibre wipe.
- Disinfect each individual desk surface and office chair using a damp microfibre cloth or disposable microfibre wipe, paying special attention to high-touch areas like arm rests.
- If no guidance, use a spray bottle of disinfectant and a damp microfibre cloth or disposable microfibre wipe.
- Dispose of waste daily or as often as needed.
- Place a new liner bag in the waste container and clean rubbish bin regularly.

DISINFECT CONGESTED STANDING AREAS



Including buttons, ticket readers, railings, windows, etc.

- Regularly disinfect all high-touch surfaces with a spray bottle of disinfectant and a damp microfibre cloth or disposable microfibre wipe.
- Ensure any tables, benches and chairs are disinfected, paying special attention to high-touch areas like arm rests and table tops.
- 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.

CARPET DISINFECTION



- Begin by plugging in the vacuum cleaner into a centrally located outlet to increase productivity.
- Overlap strokes slightly until the entire area is vacuumed. Make sure to use any helpful accessories to aid in hard-to-reach areas.
- Apply spot cleaner directly to any stains and necessary areas and follow specific label instructions.
- Use a circular motion and apply spot cleaner outside the perimeter of the spot to avoid spreading of the spot.
- Allow time for the area to dry and then use a tapping brush and blot with a white towel to absorb the soil.
- Rinse the area thoroughly with clean water.
- Once the carpet has dried, use the vacuum to remove any remaining residue.
- Launder rugs and door mats regularly according to manufacturer instructions.

DUST MOP AND WET MOP THE FLOOR



- 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 employees 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.
- Begin mopping at the opposite end of the door and if using a string mop, use a "Figure 8" motion to prevent cross-contamination and keep track of dirty and already cleaned surfaces.

WASTE DISPOSAL



- Dispose of waste and recycling as often as needed.
- Place new liner bag in the waste container.
- Disinfect waste disposal area and clean rubbish bin regularly.



DON'T FORGET

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



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TIP

BOMA recommends ensuring that touch-free hand sanitiser stations are available throughout the facility, including lobbies, bag collection areas, elevator lobbies, parking areas, common facilities, and near restrooms, fitness facilities, retail and restaurants.¹ Ensure hand sanitiser stations are refilled regularly.

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 sanitation and disinfection within the facility. ¹"Getting Back to Work: Preparing Buildings for Re-Entry Amid COVID-19", BOMA International, April 2020.



Vehicle and Public Transport Vehicle CAR AND SMALLER VEHICLE CLEANING CHECKLIST

DISINFECT SEATING AREAS



Including light switches, door handles, railings, arm wrests, etc.

- Regularly disinfect desk surfaces and high-touch areas including the chair 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.

DISINFECT DRINK HOLDERS AND SMALL COMPARTMENTS



- Regularly disinfect high-touch areas (benches, trays, handrails) using a spray bottle of disinfectant and a damp microfibre cloth or disposable microfibre wipe.
- Disinfect each individual surface using a damp microfibre cloth or disposable microfibre wipe, paying special attention to high-touch areas like arm rests.
- If no guidance, use a spray bottle of disinfectant and a damp microfibre cloth or disposable microfibre wipe.
- Dispose of waste daily or as often as needed.
- Place a new liner bag in the waste container and clean rubbish bin regularly.

DISINFECT CONGESTED STANDING AREAS



Including buttons, ticket readers, railings, windows, etc.

- Regularly disinfect all high-touch surfaces with a spray bottle of disinfectant and a damp microfibre cloth or disposable microfibre wipe.
- Ensure any surfaces are disinfected, paying special attention to high-touch areas like arm rests and hand rails.
- 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.

CARPET DISINFECTION



- Begin by plugging in the vacuum cleaner into a centrally located outlet to increase productivity.
- Overlap strokes slightly until the entire area is vacuumed. Make sure to use any helpful accessories to aid in hard-to-reach areas.
- Apply spot cleaner directly to any stains and necessary areas and follow specific label instructions.
- Use a circular motion and apply spot cleaner outside the perimeter of the spot to avoid spreading of the spot.
- Allow time for the area to dry and then use a tapping brush and blot with a white towel to absorb the soil.
- Rinse the area thoroughly with clean water.
- Once the carpet has dried, use the vacuum to remove any remaining residue.
- Launder rugs and door mats regularly according to manufacturer instructions.

WASTE DISPOSAL



- Dispose of waste and recycling as often as needed.
- Place new liner bag in the waste container.
- Disinfect waste disposal area and clean rubbish bin regularly.



DON'T FORGET

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



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