



# PROPERTY MANAGEMENT AND OFFICE BUILDINGS ENTRANCE, LOBBY AND COMMON AREA CLEANING CHECKLIST

## DISINFECT OFFICE ENTRYWAY AND LOBBY



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/OFFICE RECEPTION



Including guest registration, key card access points, turnstiles, 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 OFFICE COMMON SPACES



Including door knobs, light switches, 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, elevator lobbies, mailrooms, parking areas, common facilities, and near restrooms, fitness facilities, retail and restaurants.<sup>1</sup> 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. <sup>1</sup>Getting Back to Work: Preparing Buildings for Re-Entry Amid COVID-19, BOMA International, April 2020.



# PROPERTY MANAGEMENT AND OFFICE BUILDINGS ELEVATOR THRESHOLDS, CONFERENCE ROOMS AND BREAKROOM CLEANING CHECKLIST

## DISINFECT ELEVATOR THRESHOLDS AND STAIRWELLS

- Use a spray bottle of disinfectant and a damp microfibre cloth or disposable microfibre wipe to disinfect all buttons, railings and any other high-touch areas inside the elevator and within the elevator threshold, as well as the stairwell.

## DISINFECT CONFERENCE ROOMS

Including light switches, drawer handles, door knobs, etc.

- Regularly disinfect high-touch surfaces using a spray bottle of disinfectant and a damp microfibre cloth or disposable microfibre wipe.
- Ensure all tables and chairs are disinfected, paying special attention to high-touch areas like arm rests.
- Clean and disinfect electronics (like speaker phones, touchscreen displays and 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 for a streak-free shine.

## 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.

## 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.
- **Coffee machine/water dispenser:** Wipe down all handles and surfaces.
- **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 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.

## 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.



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### 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.

### TIP

BOMA recommends ensuring that touch-free hand sanitiser stations are available throughout the facility, including lobbies, elevator lobbies, mailrooms, parking areas, common facilities, and near restrooms, fitness facilities, retail and restaurants.<sup>1</sup> 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. <sup>1</sup>Getting Back to Work: Preparing Buildings for Re-Entry Amid COVID-19, BOMA International, April 2020.



# PROPERTY MANAGEMENT AND OFFICE BUILDINGS OFFICES, CUBICLES AND COLLABORATION AREA CLEANING CHECKLIST

## DISINFECT INDIVIDUAL OFFICES



Including light switches, door knobs, railings, drawer handles, 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 CUBICLES



- Regularly disinfect high-touch areas (light switches, drawer handles, etc.) 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.
- 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.
- Dispose of waste daily or as often as needed.
- Place a new liner bag in the waste container and clean rubbish bin regularly.

## DISINFECT COLLABORATION AREAS



Including door knobs, light switches, railings, electrical outlets, touch screen monitors, 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.

## 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, elevator lobbies, mailrooms, parking areas, common facilities, and near restrooms, fitness facilities, retail and restaurants.<sup>1</sup> 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. <sup>1</sup>"Getting Back to Work: Preparing Buildings for Re-Entry Amid COVID-19", BOMA International, April 2020.



# PROPERTY MANAGEMENT AND OFFICE BUILDINGS 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. <sup>1</sup>Getting Back to Work: Preparing Buildings for Re-Entry Amid COVID-19<sup>®</sup>, BOMA International, April 2020.