

# Guideline for Cleaning and Disinfecting Business Offices



Routine cleaning removes dirt, soil, grease and other impurities from surfaces in your office; cleaning with soap or detergent alone, however, will not destroy harmful bacteria or viruses, such as H1N1. In order to kill bacteria and viruses, a disinfectant must be used. To make your work place as safe as possible from bacteria and viruses which cause people to be sick, you need to both clean and disinfect.

## What product should be used?

The easiest way to clean and disinfect is to choose a product that does both. Examples of common products that both clean and disinfect are Lysol™, Virox™ and Fantastik™. Products should contain sodium hypochlorite, quaternary ammonium, or hydrogen peroxide in sufficient quantities to kill 99.99% of bacteria and viruses that are harmful to people. Read the label of the cleaner / disinfectant you intend to use to see whether it contains one of these ingredients, and if it claims to be able to kill 99.99% of “germs”.

Sometimes it is difficult to know whether cleaning products bought at grocery stores include disinfectants in amounts that will kill bacteria and viruses. If you are unsure, you can check with a janitorial supply store to see what product will meet your needs.

An alternative to choosing a product which both cleans and disinfects is to first clean with a soap or detergent (such as Mr. Clean™, Green Kitchen Cleaner™, or CLR™), and then disinfect surfaces where bacteria or viruses are most likely to be found.

## Where should I disinfect?

You should pay the most attention to those areas where viruses and bacteria are likely to be found and spread from person to person.

Sinks, toilets, urinals, showers and kitchen and bathroom counter tops should be disinfected every day.

Surfaces and objects which are touched by many people on a daily basis should be disinfected every day. These include:

- hand rails,
- door knobs,
- phones,
- light switches,
- office equipment used by many people,
- soap dispensers,
- toilet handles, paper towel and toilet paper dispensers,
- computer or electronic equipment (fax machine) that is shared by many people,
- board room, kitchen, and waiting room tables,
- and any other equipment or fixtures that are handled or touched often.

***When in doubt, disinfect!***

## How should I clean?

- Use a broom or vacuum to remove dirt and debris from floors and stairs.
- Wet mop floors and stairs every day; disinfect floors once a week.
- Take care of mop heads by rinsing with clear water and letting them dry at the end of each day; clean the mop heads once a week.
  
- Disinfect commonly used fixtures and equipment every day.
- Clean and disinfect other fixtures, furniture and equipment on a regular basis.
- Disinfect waste baskets once a week.
  
- Wear rubber gloves at all times when handling disinfectants.

It's better to prepare a solution with the disinfectant and dip your cloth or sponge into the solution than to spray products which may damage expensive furniture or expensive equipment, like computers.

Some cleaning products will damage surfaces – when in doubt, check with a janitorial supply store.

## Private offices

Furniture and equipment in private offices should be cleaned and disinfected by the occupant on a regular basis.