

Office Cleaning Protocol Checklist

Employees will clean communal/shared areas at least 3 times per day, and individual workspaces at least once per day. Employees working in direct contact with clients or other employees should wipe their desks after contact. Please follow [CDC Guidelines for cleaning/disinfecting](#).

1. Use disposable gloves to clean and disinfect.
2. Clean the area or item with soap and water or another detergent if it is dirty. Then, use disinfectant.
3. Always use disinfectant according to label instructions.
4. Remove gloves. Wash hands with soap and water for 20 seconds.

Personal Desk/Office	Common Areas
Desktop	Countertops
Drawer Pulls	Coffee Machines/Pot
Keyboard & Mice	Microwave
Phone	Refrigerator Handles/Door
Printer	Paper Towel Dispenser
Chair Handles & Back	Sink Faucets
Light Switches	Drawer Pulls
Door Handles	Vending Machines
	Water Fountain
	Mailboxes
	Printers/Fax Machines
	Staples/Tape Dispensers
	Door Handles/Edges
	Light Switches
	Handrails
	Elevator Control Buttons