

CHECKLIST: CLEAN OFFICE

Checklist created by the Good Practice Document for office cleaning disclosed by Afidamp on the occasion of the coronavirus epidemic (2020)

1 WASH YOUR HANDS OFTEN

Maybe with water and using a **normal liquid soap** or, where not possible, use a gel detergent containing at least **60% alcohol**



2 AIR THE PLACE

Open the **windows**



3 SANITIZE EVERYTIME

At the end of the shift clean and disinfect keyboards, desks, screens, mice, phones, chairs. If you clean equipment and power supply, remember to unplug it if possible



4 CLEAN SURFACES

Clean surfaces, such as **desks**, by **spraying the detergent on the cloth** and not on the surface to be cleaned and fold and fold the cloth so that you always work with a clean cloth surface



5 REPLACE THE WASHING CLOTHS FREQUENTLY

Clean them in the washing machine at a temperature of not less than **60 degrees**



6 DUST OR WASH THE FLOOR

Clean by hand in a very narrow movement so that the passages overlap, moving back towards the door. Or use machines to mechanically wash floors and surfaces

