

**Office checklist**

<b>WEEK BEGINNING:</b>	<b>Mon</b>	<b>Tue</b>	<b>Wed</b>	<b>Thurs</b>	<b>Fri</b>
Soap dispenser (if there is a sink)					
Tray of paper towels					
Disinfectant spray					
Disposable cloths					
Re-usable cloths					
Disinfectant wipes					
Disposable gloves					
Disposable masks					
Face shields					
Hand sanitiser					
Cloth bucket (for re-usable cloths to be washed)					
Recycling bin					
Rubbish bin					
PPE bucket (to dispose of disposable gloves, disposable masks, disposable cloths)					

**Office cleaning procedures checklist**

<b>START OF THE DAY</b>	<b>Mon</b>	<b>Tue</b>	<b>Weds</b>	<b>Thurs</b>	<b>Fri</b>
Wedge open all doors					
Open windows as wide as possible					
Ensure tables are in place to social distance from front reception desk					
Ensure own walkie-talkie is labelled					
Identify one person to unlock all cupboards					
<b>THROUGHOUT THE DAY</b>					
Wipe down surfaces/handles after touching them					
Wash hands with soap and water/use hand sanitiser whenever entering the room					
Ensure the correct bins are being used to dispose of items					
<b>END OF THE DAY</b>					
Wipe down all surfaces					
Wipe down door handles					
Wipe down light switches					
Wipe down window handles and window sills					
Wipe down cupboard handles, keys etc.					
Wipe down phones					
Wipe down sink areas (if applicable)					
Wipe down walkie-talkie and charge					
Wipe down computers – keyboard, mouse, power button					
Wipe down door handles as you leave					