

Tork Professional Cleaning Checklist

Reception

- Wipe and/or dust flat surfaces (worktops, shelves etc)
- Floor care
- Polish high-shine surfaces such as mirrors/steel/glass
- Clean and possibly disinfect high-touch surfaces with a sustainable cleaning solution
- Touchscreens and/or keyboards used for visitor registration
- Lift buttons and panels
- Door knobs

Tips

Remember to wipe high-touch surfaces (including touch screens) regularly
Consider providing an alcohol hand sanitiser in this area if there is heavy traffic
The reception area is visitors' first impression of your business; be sure to pay attention to the visual results of cleaning in this area.

Office Areas

- Wipe and or dust flat surfaces such as desks etc
- Empty bins
- Floor care
- Periodically clean textile furniture (spot cleaning or vacuuming)
- Clean shared office equipment such as printers

Tips

In a hot-desk office, be sure to clean shared high-touch equipment such as telephones and computer keyboards often
Clean hands make clean equipment — provide your employees with clean, well-stocked hand washing facilities and with sanitisers if appropriate

Conference Rooms

- Wipe and/or dust conference table(s)
- Empty bins
- Floor care
- Periodically clean textile furniture (spot cleaning or vacuuming)
- Clean white boards and screens

Tips

Remember to clean shared high-touch surfaces such as arm-rests on chairs, computer keyboards etc
Consider odour control technologies if food is often served in the conference rooms



Washrooms

- Empty all waste bins
- Fill all dispensers when needed
- Wipe and clean mirrors
- Clean all other touch surfaces
- Wipe and clean basin and dispensers
- Clean toilet
- Clean the floor



Tips

Start with the cleanest surfaces and end up with toilet and floor

Mops and sponges become rapidly soiled and harbour large numbers of microorganisms – consider disposable solutions or change often and launder properly

Use more than one wipe – otherwise you are likely to be spreading germs around rather than cleaning

Visual appearance is important for shiny surfaces like mirror, handles etc

Consider odour control technologies



Breakroom/kitchenettes

- Empty bins
- Wipe benches, shelves and tables
- Clean sink and surfaces around the sink
- Wipe all surfaces with splash marks
- Wipe other touch surfaces like handles. Remember refrigerator handle!
- Polish high-shine surfaces such as stainless steel
- Wipe the floor



Tips

Start with the cleanest surfaces and end up with toilet and floor

Mops and sponges become rapidly soiled and harbour large numbers of microorganisms – consider disposable solutions or change often and launder properly

Use clean wipes and change wipes often

Use hot water and detergent or other professional cleaners on greasy surfaces

Remember, disinfectants do not work well on dirty or oily surfaces – clean first!