



Think ahead.



Tork cleaning for Industry checklist

Washroom and Changing Room Cleaning

- Put on protective gloves and attire. Wear gloves for cleaning procedures. Gloves should be discarded after each cleaning. If using re-usable gloves, they should be dedicated for cleaning and disinfecting surfaces of certain zones in the working area.**
- Empty rubbish and recycling bins – replace liners and make sure to sanitise inside and outside of the waste bins as needed.**
- Clean and sanitise all high-touch surfaces with a soap and registered disinfectant product. Use a new wiper for each area to reduce cross-contamination.**
- Restock all dispensers to ensure proper hygiene and handwashing practices can be achieved.**
- Mop the floor, with special attention to areas around the toilets and sinks. To reduce cross-contamination consider disposable cleaning options.**



Think ahead.

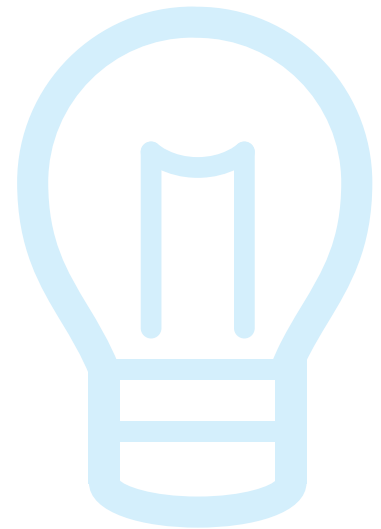


Tork surface cleaning for Industry checklist

Clean and sanitise with a disposable wiper or cloth using a registered disinfectant product appropriate for each surface, paying close attention to shared and high-touch surfaces.

Clean and disinfect high-touch surfaces:

- | | |
|---|--|
| <input type="checkbox"/> Tables and seating/Benches | <input type="checkbox"/> Workstations/Desks |
| <input type="checkbox"/> Door knobs/Handles | <input type="checkbox"/> Chairs |
| <input type="checkbox"/> Locker doors | <input type="checkbox"/> Keyboards/Computer mice |
| <input type="checkbox"/> Light switches | <input type="checkbox"/> Printers |
| <input type="checkbox"/> Toilets | <input type="checkbox"/> Telephones |
| <input type="checkbox"/> Taps | <input type="checkbox"/> Vending machine buttons and product outlet area |
| <input type="checkbox"/> Sinks | <input type="checkbox"/> Lift buttons |
| <input type="checkbox"/> Machine controls | <input type="checkbox"/> Shared tools or measurement equipment |
| <input type="checkbox"/> Equipment panels | |



Employee health & hygiene tips

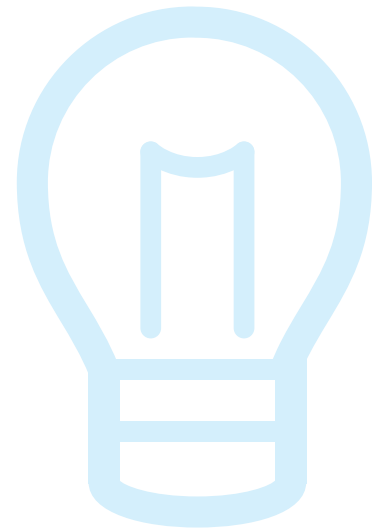
- Implement hygiene training for employees
- Post proactive signage promoting proper handwashing
- Implement hygiene training programme for janitorial staff
- Provide single use paper towels to dry hands thoroughly after washing
- Install at least one soap dispenser for every two sinks
- Locate rubbish bins near sinks and exit door
- Have a visible clock that displays seconds
- Utilise dispensing systems that allow users to only touch the towel they take
- Provide waterless hand sanitisers
- Ensure all dispensers have sufficient capacity to ensure availability to all users between cleaning rounds, promoting good hygiene

Workplace surface hygiene tips

- Wear gloves for cleaning and sanitising procedures
- Wash hands immediately after gloves are removed
- Use colour-coded wipers and dedicate a colour for cleaning and disinfecting surfaces of a certain zone
- Always follow the manufacturer's instructions for all cleaning and disinfection products (e.g. concentration, application method, contact time, etc.)
- Check to ensure any cleaning or disinfecting products are not past their expiration date. Expired chemicals will not disinfect effectively



Think ahead.



Sustainable cleaning tips

- Recycle all packaging, cores and bottles associated with operation
- Recycle all used batteries
- Use dispensing systems that reduce consumption and waste
- Ensure only products with third-party environmental certifications are purchased