# Tork Professional Cleaning Checklist

## Reception

- Wipe and/or dust flat surfaces (counters 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

**Tips**
- Remember to wipe high-touch surfaces (including touch screens) regularly
- Consider providing an alcohol hand sanitizer in this area if it is heavily trafficked
- 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 trash
- Floor care

**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 sanitizers if appropriate

## Conference Rooms

- Wipe and/or dust conference table(s)
- Empty trash
- Floor care

**Tips**
- Remember to clean shared high-touch surfaces such as arm rests on chairs, computer keyboards etc
- Consider odor 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 least dirty surfaces and end up with toilet and floor
- Mops and sponges become rapidly soiled and harbor large numbers of microorganisms – consider disposable solutions or change often and launder properly
- Use more than one wipe – otherwise your are likely to be spreading germs around rather than cleaning
- Visual appearance important for shiny surfaces like mirror, handles etc
- Consider odor 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 least dirty 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!