



# 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

- |  |  |
|--|--|
| <input type="checkbox"/> Empty all waste bins            | <input type="checkbox"/> Wipe and clean basin and dispensers |
| <input type="checkbox"/> Fill all dispensers when needed | <input type="checkbox"/> Clean toilet                        |
| <input type="checkbox"/> Wipe and clean mirrors          | <input type="checkbox"/> Clean the floor                     |
| <input type="checkbox"/> Clean all other touch surfaces  |  |



### 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

- |  |  |
|--|--|
| <input type="checkbox"/> Empty bins                              | <input type="checkbox"/> Wipe other touch surfaces like handles. Remember refrigerator handle! |
| <input type="checkbox"/> Wipe benches, shelves and tables        | <input type="checkbox"/> Polish high-shine surfaces such as stainless steel                    |
| <input type="checkbox"/> Clean sink and surfaces around the sink | <input type="checkbox"/> Wipe the floor  |
| <input type="checkbox"/> Wipe all surfaces with splash marks     |  |



### 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!