



All Rooms

- Clear clutter by recycling and throwing away
- Wipe dust from common areas
- "Windex" mirrors and windows
- Disinfect and sanitize all hard surfaces and high touch areas
- Clear the cobwebs from every corner of the office
- Empty the fridge and throw away old food and drinks
- Wipe-down kitchenware
- Scrub the toilets and other bathroom accessories
- Empty and reline trash/recycling bins
- Vacuum/sweep/mop floors

10 Step Sanitation

1. Door knobs/handles
2. Drawer & cabinet pulls/handles
3. Light Switches
4. Door Frames
5. Trash Can Lids
6. Stair Railings
7. Toilets & Handles
8. Showers, Tubs, Sinks & Faucets
9. Alarm pad, garage door, thermostat buttons
10. Appliance Handles

