

# Health & Safety Office Cleaning Checklist

Over the coming months, more and more employers will be tasked with the challenge of ensuring a clean, secure office environment for their staff.

Is your office ready for the return to work? Discover the steps you can take to make your building a safer place in our Office Cleaning Checklist.



## Why is a cleaning schedule so important?

With the return to the office fast approaching, employers and office managers are responsible for creating a safe working environment for all members of staff. A clean workplace is crucial to maximise employee satisfaction and drive productivity going forward.

Without the right measures in place, staff may not feel comfortable settling back into the office, particularly with the risk of coronavirus still prominent. If your employees are worried, they will not be able to work to their full potential.

## DAILY TASKS

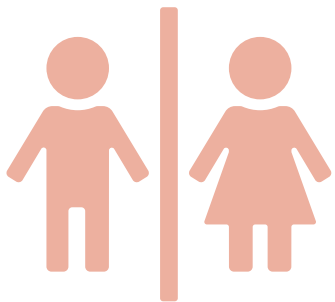
The majority of cleaning tasks should be carried out on a daily basis to avoid the build-up of harmful bacteria and viruses.

### In the office:

- ☐ Empty bins & replace bin liners
- ☐ Dust all visible cobwebs
- ☐ Vacuum all floors, including staircases & hallways
- ☐ Wipe down solid surfaces, including desks, light switches, door handles & window sills

### In the bathroom:

- ☐ Wash & disinfect toilet floors
- ☐ Clean toilet bowls & sinks
- ☐ Sanitise toilet seats
- ☐ Wipe down mirrors
- ☐ Replenish toilet rolls



### In the kitchen:

- ☐ Put away all crockery & kitchenware
- ☐ Wash used utensils & clean sink
- ☐ Empty bins & replace bin liners
- ☐ Hoover & mop all floors
- ☐ Clean both interior & exterior of microwave
- ☐ Wipe down static appliances, including kettle & toaster

## WEEKLY TASKS

You should hire a professional cleaning company to complete a deep clean of the entire premise on a weekly basis.

A deep clean is essential to fully eradicate toxic particles in the air and on solid surfaces that traditional cleaning products may not be able to tackle.

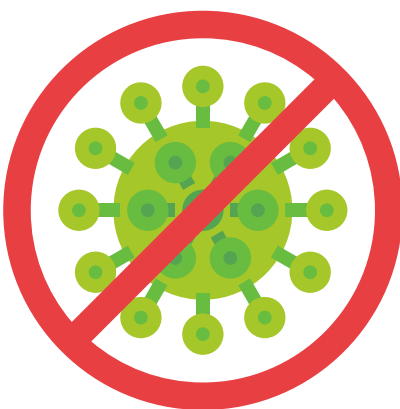
A professional team will have access to a wide range of specialist tools and equipment, including more persistent solutions.



## MONTHLY TASKS

For maximum protection, a professional cleaning company should carry out a full decontamination of the office building at least once a month.

If your company is planning to operate at high capacity in the office, your building should be decontaminated every 14 days.



## ICE Cleaning

ICE Cleaning specialise in industrial, commercial and domestic cleaning services, including specialist decontamination.

Whether you've had a case of coronavirus in the office or require professional assistance in preparation of a staged return, ICE Cleaning can provide a bespoke solution tailored to your company's needs.

Call 02039 939 877 or visit [www.ice-cleaning.com](http://www.ice-cleaning.com) to find out more.

