

Cleaning Office Settings

This document provides guidelines and recommendations for cleaning a commercial office environment in the event of a disease outbreak in the building.

Cleaning and disinfection procedure must be more rigorous and thorough to prevent the establishment of a pandemic disease.



- Offices may be confined and crowded environments which can lead to an increased risk of infection transmission.
- With some microorganisms surviving on surfaces for up to several months, the instance of contamination of environmental surfaces and individuals is high.
- For a healthy working environment cleaning or disinfection of environmental surfaces is essential.



Non-critical surfaces:

Surfaces such as furniture, floors, blinds and walls do not pose a high risk of transmission of infection to individuals. Therefore detergent alone is sufficient to remove microbes from these surfaces.

When using detergents:

- Use fresh detergent solutions hourly.
- Ensure the surface is dry and free of detergent residue after cleaning.
- If organic material is present, additional low-level disinfection is required after mechanical removal of the material using detergent.

Cleaning Hard Flooring:



- Floors should be cleaned of dust and dirt by either wet mopping, wet vacuuming, dry dusting with electrostatic materials or spray buffing and then cleansed with a detergent solution.
- This should be repeated daily.
- Cleaning methods that produce mists, aerosols or dispersion of dust should be avoided.
- Vacuums should be equipped with HEPA filters.
- Filters should be cleaned regularly or replaced as per equipment manufacturer instructions.

Cleaning Carpet



- Carpets require vacuuming daily and a full clean every six months or immediately after a spillage.
- If organic material is present, additional low- level disinfection is required after mechanical removal of the material using detergent..
- Carpeting that remains wet/damp for 72 hours should be removed.
- Wet vacuuming is more effective than dry cleaning at removing fungi such as *aspergillosis*.

Soft Furnishing



- Soft furnishings that are likely to become soiled should be covered with material that is wipe-clean and impermeable.
- Furnishings such as curtains, blinds, chair and pillow covers should be fully cleaned daily with a detergent, and with a low level disinfectant two times a week and commercially laundered every six months.
- If organic soiling is present then the surface will require immediate commercial laundering or use of a low-level disinfection such as a 3% hydrogen peroxide spray.
- Cloth chairs should be vacuumed two or three times a week as allergens and certain bacteria and fungi can be found in dust and collect in fabrics.

General Environmental Surfaces



- Including shelves, windowsills, filing cabinets etc.
- It is important to physically remove microorganisms and soil by wiping or scrubbing in addition to using a cleaning agent.
- Some bacteria and fungi can live in dust, therefore wet-dusting using clean cloths moistened with detergent is recommended.
- After cleaning all surfaces must be thoroughly dried.

Particular Environmental Surfaces



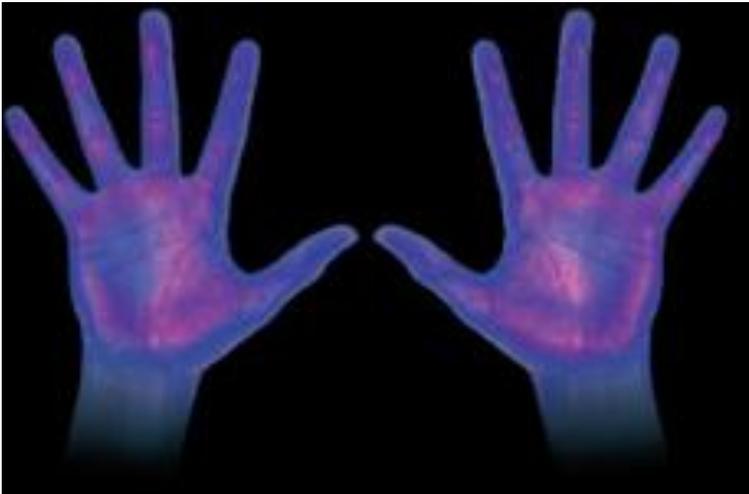
- Radiators:** All parts including between panels should be visibly clean. Require a full clean weekly.
- Fans/ Air Conditioning Units:** All parts including the blades/fins and the underside, should be visibly clean. Require dusting weekly or as required and a full clean annually.
- Wall fixtures:** Including switches, sockets or data/computer points should be visibly clean.
- Doors:** should be visibly clean. High touch areas such as handles and push plates should be cleaned and disinfected daily. The whole door should be fully cleaned weekly.

Particular Environmental Surfaces Continued.



- **Ventilation grilles extract and inlets:** should be visibly clean. Require dusting weekly and a full wash annually.
- **Kitchen cupboards:** Visibly clean. Require a full external clean weekly and full internal clean monthly.
- **Unused taps or shower heads:** should be run at least once a week for 10 minutes for *Legionnaires'* risk control.
- **Walls and ceilings:** do not need to be washed more than once every 6 months with hot water and detergent unless they are visibly soiled.

Critical Surfaces



- These include frequent hand touch sites such as door handles and bathroom taps.
- These sites have been found to contribute towards the transmission of diseases between individuals. If an individual touches a contaminated surface with their hands, and then touches their face, eyes or mouth, the pathogen can enter the body and has the potential to cause illness.
- These sites should be identified and disinfected daily using a low level disinfectant.

Critical Surfaces

Examples of suitable disinfectants for routine cleaning in community settings are:

- Ethyl or isopropyl alcohol (70-90%).
- Sodium hypochlorite (5.25-6.15% household bleach diluted 1:500 provides >100 ppm available chlorine).
- Phenolic germicidal detergent solution (follow product label for use-dilution).
- Iodophor germicidal detergent solution (follow product label for use-dilution).
- Quaternary ammonium germicidal detergent solution (follow product label for use-dilution).
- Hydrogen peroxide (3-7.5%) is a high level disinfectant, but it is suitable for community environments.



Frequent Hand-Touch Sites



All these surfaces require daily, low-level disinfection.

General Office Area:

Desktops, computer keyboards, door handles, waste receptacles, dispensers and holders, buttons on copy machines or printers, desk drawers, telephones, railings on staircases, elevator buttons, light switches.

Bathroom:

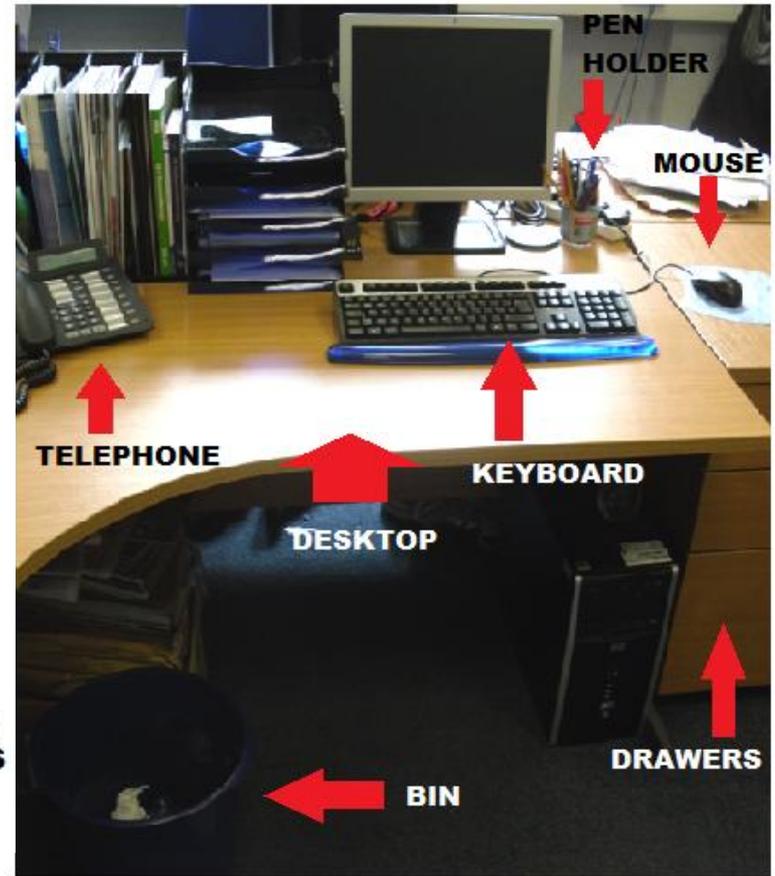
Bleach solution is recommended for bathrooms as it is sporicidal and can kill *Clostridium difficile* at high concentrations.

Taps, flushes, toilet seats, door handles and locks, all dispensers and holders, wash basins, light switches, baby changing areas, shower heads, shower screens and bath tubs.

Kitchen Area:

Microwave buttons, cupboard handles, oven handles, drawers, countertops, eating utensils, taps, sinks, refrigerator handles, light switches, door handles.

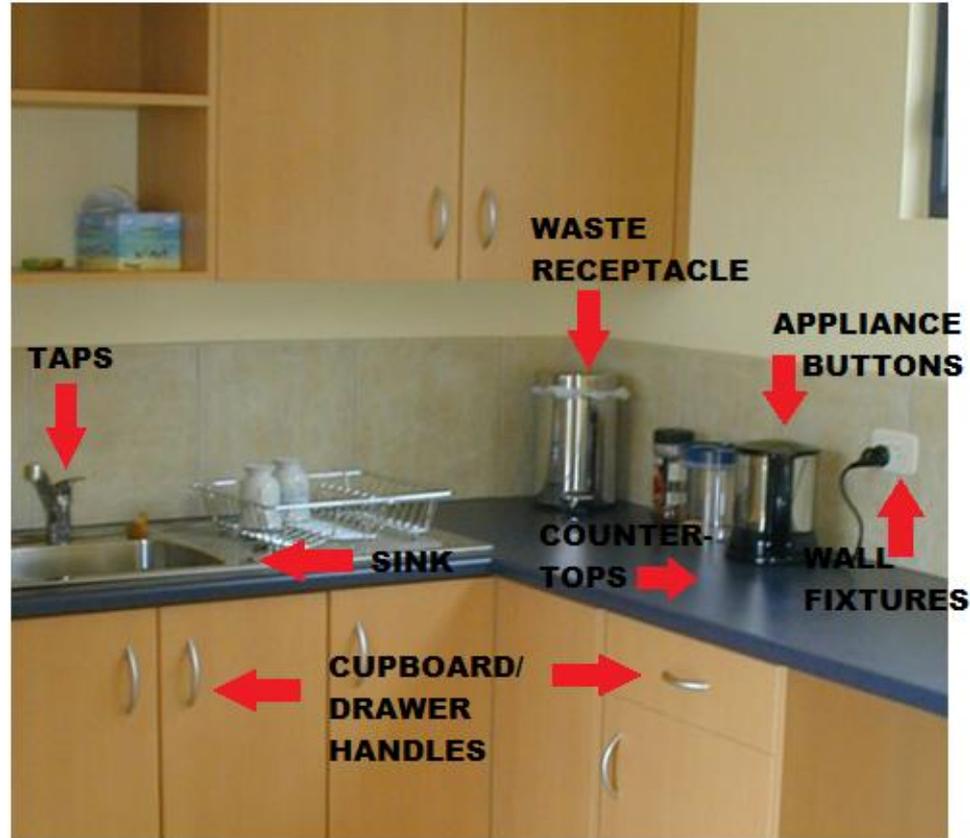
General Office Area- Daily Disinfection Of...

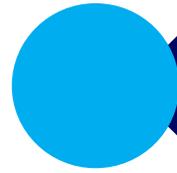


Bathroom- Daily Disinfection Of...



Kitchen Area- Daily Disinfection Of...





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For More Information Please Visit:

www.cleaning-for-health.org

