

Coronavirus Commercial Office Cleaning Disinfection Checklist

Executive Report

This commercial deep cleaning and disinfection checklist will help you understand how to disinfect and sanitize your commercial office with in house or outsourced commercial service providers.

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The Coronavirus (COVID-19) is most commonly passed from person to person. However, scientists at the National Institute of Health (NIH) have now determined that the virus can stay active on some surfaces for up to 3 days. This means general cleaning will help, but it won't eliminate the germs to stop it from spreading.

The Center for Disease Control (CDC) says the best way to kill germs is to initiate a two-step cleaning and disinfection process for infection control. The first step is to do general cleaning to eliminate dirt and dust. Your facility will be clean but will not be free of coronavirus germs. To get rid of germs, the CDC recommends using EPA-approved disinfectants. To be registered on the EPA list, cleaning agents have to be 99.999% effective in deactivating bacteria and viruses. By comparison, typical cleaners, such as Lysol, only claim 99.9% effectiveness.



What to Do If Someone in the Office Has Been Exposed to Coronavirus

If someone in your office has been exposed to coronavirus, reach out to your local health department for advice on infection control. As the situation continues to evolve, things can change rapidly.

When it comes to commercial office cleaning services in an environment where someone has tested positive for COVID-19, the CDC recommends you do what you can to increase air circulation into the area and wait 24 hours or longer before cleaning and using disinfectants.



A Coronavirus Commercial Deep Cleaning Disinfection Checklist

Commercial office cleaning with disinfectants should include a deep cleaning of all areas of the office with a special focus on high-touch areas and common areas. Commercial cleaning services should separate disinfecting and sanitizing processes.

Your commercial office cleaning company should already be providing you with a checklist of items to be cleaned during each general cleaning. They should provide a separate list that itemizes the disinfection work they will do. Your commercial deep cleaning disinfection checklist should include all areas to be cleaned and the specific action that will be taken for each. It should include a high level of detail, such as:

General Services

- ☐ Clean and disinfect light switches, walls, doors, door frames, vertical surfaces using approved disinfectants
- ☐ Clean and disinfect desks & counters
- ☐ Dispose of waste and replace liners
- ☐ Remove recycling to recycle bin
- ☐ Clean and disinfect inside/outside waste & recycle bins
- ☐ Clean & disinfect drinking fountains
- ☐ Disinfect all hand sinks and fixtures
- ☐ Disinfect all doorknobs and handles
- ☐ Clean and disinfect windowsills
- ☐ Clean and disinfect partition tops & edges
- ☐ Clean and disinfect picture frames and light fixtures
- ☐ Clean and disinfect baseboards
- ☐ Clean and disinfect furniture
- ☐ Clean and disinfect monitors, keyboards, and electrical equipment
- ☐ Clean and disinfect conference room furniture & monitor screen
- ☐ Place all recyclables in the proper container(s)
- ☐ Remove cobwebs
- ☐ Clean and disinfect tops & face of lockers
- ☐ High dusting, air ducts, grills, vent covers & piping
- ☐ Wipe clean window blinds - Clean and disinfect touchpoints
- ☐ Clean and disinfect whiteboards/blackboards
- ☐ Deep clean common areas (following the above guidelines)

Carpet & Rugs

- ☐ Vacuum rugs, carpet & mats
- ☐ Properly arrange tables, desks & chairs
- ☐ Detail vacuum including corners & edges

Hard Surface Floors

- ☐ Detailed mop using neutral cleaners and disinfectant
- ☐ Detail sweep/dust mop hard surface floors including corners & edges
- ☐ Properly arrange all tables, desks & chairs

Bathrooms

- ☐ Clean and disinfect walls, doors, partitions & lockers
- ☐ Disinfect horizontal surfaces: counters dispensers, toilets Clean and Disinfect All touchpoints: door handles, kickplates, light switches, toilet handles, dispenser handles, fixtures, etc.
- ☐ Clean and disinfect toilets & urinals including bases
- ☐ Polish fixtures
- ☐ Clean and disinfect mirrors
- ☐ Dispose of waste and replace liners
- ☐ Clean and disinfect waste receptacles
- ☐ Clean and disinfect partitions & ledges
- ☐ Wet mop floors using disinfectant & clean water
- ☐ Restock hand soap, paper disposables & air fresheners as needed
- ☐ High dusting: air grills, ceiling fixtures as needed
- ☐ Detail clean showers/stalls (if applicable)

Breakrooms & Kitchens

- ☐ **Clean and disinfect all vertical surfaces:** cabinets, appliances & walls
- ☐ **Clean and disinfect horizontal surfaces:** tables, counters & appliances
- ☐ Clean and disinfect sinks
- ☐ Restock paper disposables
- ☐ Clean and disinfect inside and outside of microwaves
- ☐ Clean and disinfect outside of Refrigerator

Entry Ways and Lobbies

- ☐ Clean and disinfect entrance doors
- ☐ Clean and disinfect partitions & mirrors
- ☐ Detail clean and disinfect entry doors & hardware
- ☐ Detail elevator inside/out (If applicable)
- ☐ Clean and disinfect inside windows & sills

You may also wish to take additional measures to protect your workplace. If you want any of these additional services, you will likely need to request an additional estimate:

- Electrostatic spraying for complete disinfection
- Clean and disinfect the inside of any lockers or refrigerators
- Clean and disinfect outside windows and sills
- Power washing
- Strip, seal, wax & burnish VCT (Vinyl Composite Tile) floors
- Scrub LVT (Luxury Vinyl Tile) floors
- Shampoo carpet
- Clean and disinfect outdoor eating areas

About OpenWorks

OpenWorks is the preferred commercial cleaning, disinfecting and facilities services company for more than 4,000 facilities nationwide. Since 1983, OpenWorks has been committed to providing the most effective and innovative processes, highly trained service providers using the latest cleaning technology and practices, and providing the best service in the industry.

At OpenWorks, we provide commercial office cleaning and disinfection services to keep your office safe and healthy.



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Request An Estimate

to review your commercial office
cleaning, disinfection, and infection
control needs.

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