

SAFE OFFICES



CLEAN & DISINFECT SURFACES

Clean desk, phone, light switches, mouse, keyboard, drawers, and other hard surfaces with soap and water, then disinfect with bleach solution.

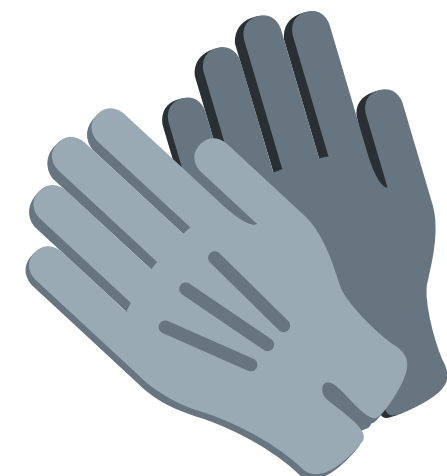


CLEAN & DISINFECT FLOOR

Clean floor with broom or vacuum, then disinfect with mop and bleach solution.



REMOVE TRASH & DISPOSE OF GLOVES



Place trash in outside receptacle.

LOG YOUR CLEANING



**CLEAN AT LEAST 2X/SHIFT OR MORE,
DEPENDING ON USE**