Clinic Workspace
Cleaning Instructions

1. When you should clean:
   a. At the beginning and end of each workday
   b. Once you’ve touched an item, clean it: stapler, tape dispenser, cabinet door, etc.
2. Items needed:
   a. Gloves
   b. AF3 (gray top) or Gray top substitute
3. Remove papers and personal items from work-space surface
4. Wipe down desk surface
   a. Wipe Monitor with Lysol wipes only, or spray Lysol onto a soft cloth and wipe only as necessary (please do not use bleach, Virex, or glass cleaner – hard products will degrade monitor)
   b. Wipe keyboard
   c. Wipe mouse
   d. Monitor buttons
   e. Telephone (handset and buttons)
   f. Wipe down any other high touch points
5. Wipe down chair and chair arms

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— Dispose of all cleaning materials and gloves in the regular waste receptacle
— Return all cleaning supplies once finished
— If additional supplies are required, please check with EVS (Material Data Safety Sheets available at 3M)
(Please be considerate of your co-workers when utilizing supplies)
Administrative Workspace Cleaning Instructions

1. When you should clean:
   a. At the beginning and end of each workday
   b. Once you’ve touched an item, clean it: stapler, tape dispenser, cabinet door, etc.

2. Items needed: Gloves, Virex Spray, Disposable towels

3. Remove papers and personal items from desk surface

4. Dampen disposable towel (do not spray directly on surface) with Virex and follow the steps below.

5. Wipe down desk surface
   a. Wipe Monitor with Lysol wipes only, or spray Lysol onto a soft cloth and wipe only as necessary (please do not use bleach, Virex, or glass cleaner – hard products will degrade monitor)
   b. Wipe keyboard
   c. Wipe mouse
   d. Monitor buttons
   e. Telephone (handset and buttons)
   f. Wipe down any other high touch points

6. Wipe down chair and chair arms

   — Avoid using other employees’ phones, keyboards or other work tools and equipment, when possible
   — Dispose of all cleaning materials and gloves in the regular waste receptacle
   — Return all cleaning supplies once finished
   — If additional supplies are required, submit a work order
     (Material Data Safety Sheets available at Security Desk)
     (Please be considerate of your co-workers when utilizing supplies)