

# STOP

# THE SPREAD OF FLU/VIRUSES

By Ensuring Proper Prevention in NCN Public Spaces

## Custodian/Janitorial Checklist

Because of the nature of their function, public buildings must be held to high standards of cleanliness. Thorough cleaning helps to reduce the risk of virus transmission. Our NCN custodians and janitorial staff are a crucial part of our workforce. We appreciate their diligence in following these guidelines for keeping themselves healthy, our spaces clean and our Citizens safe.



### BE FLU SAFE

To ensure their own health, cleaning employees should practice good personal hygiene habits:

- Wear gloves & mask
- Wash hands often
- Sneeze & cough into sleeve
- Stay home when sick
- Maintain healthy diet, exercise and sleep



### USE PROPER CLEANING PRODUCTS

- Ensure you're using the appropriate solution for each surface.
- Disinfectant should be applied for 1 minute before being wiped off.
- If disinfectant is unavailable, a mixture of 1 part bleach and 9 parts water is effective.
- Solvents such as Lysol must be stored in appropriate, secure spaces.



### CLEANING VS. DISINFECTING

- Using soap and water may not kill germs
- Use disinfecting or sanitizing chemicals to kill germs on surfaces is most effective after cleaning. This lowers the risk of spreading infection.

### TIPS FOR THOROUGH, EFFECTIVE CLEANING

- Work your way from top to bottom of the room, so that dust & materials fall and settle.
- Start by the door on your left, and work clockwise through the room, so you don't miss anything.
- Do cleanest tasks first, such as dusting, and end with dirtiest, such as mopping/sanitizing.
- Use different cloths for different tasks. Change and launder after each use.
- Use & maintain "no-touch" equipment (soap dispensers, hand driers, garbage cans, etc.).
- Ensure tissue containers & other hygiene products are available and within easy reach.



See daily checklist on back page...

# Daily Custodian/Janitorial Checklist



## SANITIZE FOR SAFETY

### IN COMMONLY USED AREAS

- Handrails
- Light switches
- Locker handles
- Tables (surface & sides)
- Water fountain buttons, knobs, mouthpiece
- Vending machine buttons
- Garbage cans & recycle bins
- Other objects such as toys, phone mouth pieces/handles etc.

### IN MEETING ROOMS OR CLASSROOM

- Doorknobs & doors
- Light switches
- Desk surfaces & sides
- Pencil sharpener & shared equipment
- Tissue container
- Keyboards, computer mouse, remotes
- Garbage cans & recycle bins
- Replace supplies (tissues, towels, etc.)

### IN WASHROOMS

- Light switches
- Doorknobs & doors
- Counters, fixtures, dispensers
- Hand driers
- Stall locks & doors
- Toilet flushers
- Garbage cans & recycle bins
- Sinks, showers, toilets, urinals, floors

### IN KITCHENS

- Replace supplies (tissues, towels, etc.)
- Cabinet fronts, closets, cupboards, drawers, shelves
- Wet-clean inside of microwave & fridge
- Clean & sanitize handles, appliances, taps, doors, doorknobs, light fixtures
- Clean & sanitize counters and sinks
- Spot clean walls
- Remove garbage & recycling, replace bags
- Sweep and mop floors



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