



## Office Building Re-Entry Preparedness Plan

We are here to help you as you prepare your buildings and office spaces for the re-entry of your employees. We offer numerous ways to clean, sanitize and disinfect your office furniture and other high touch point areas. Your employees will want to feel confident that the environment they left weeks ago will be clean and ready for their safe return. Our cleaning processes conform to or exceed all CDC guidelines.

Here are several services we provide that will help give you and your staff that peace of mind.

- Cubicle Station Cleaning/White Glove Cleaning: Top caps, overhead storage doors, file/ped drawers and worksurfaces are high touch points
  - *Clean and disinfect all fabric panels and top caps*
  - *Clean and disinfect all door/drawer handles, worksurfaces, tables in stations*
- Chair Cleaning: Chair arm rests are often missed but are high-use touch points
  - *Clean and disinfect fabric and arms/arm caps on chairs in cubicles, offices, lobbies, breakrooms, etc.*
  - *Clean and disinfect the hard surfaces of chairs*
- Copy Rooms/Break Rooms: Copy machines, phones and other equipment are high-use touch points
  - *Clean and disinfect copy machine screens and buttons, fax machines, phones, coffee machines, refrigerator handles, microwave buttons*
  - *Clean and disinfect all other surfaces in the room*
- Around the Office/Welcome Areas: Light switches, doorknobs and many other common items are high-use touch points
  - *Clean and disinfect all light switches, doorknobs, and doorframes*
  - *Clean and disinfect all surfaces inside conference, file and storage rooms*
- Floor cleaning: Carpet and hard floors are major high-use surfaces that can hold and grow bacteria and viruses
  - *Vacuum, clean and disinfect carpet*
  - *Clean and disinfect hard surface flooring – VCT, Ceramic and Vinyl Floors*
- Bathrooms: Handicap assist bars, partition doors and locks, towel and soap dispensers, and faucet handles are high-use touch points
  - *Clean and disinfect doors, walls, partitions, toilets, counters and sinks and accessories*
  - *Disinfect all cleanable surfaces from the ceiling to the floor*
- Miscellaneous Areas
  - *Clean and disinfect windows, ledges, doorframes, blinds and shades*
  - *Clean and disinfect HVAC vent covers, return air covers and overhead lights*

Please feel free to reach out to us today so we can help you prepare your building for a safe and clean re-entry for your employees.