

## Cleaning the Office.

The office needs to be cleaned at least once a week using the cleaning Teccare sanitising wipes provided in the office and cleaning products under the sink in the kitchen.



All desks should be wiped down removing/moving anything on the desk and cleaning under things, not around things.

All computer screens monitors, scanners, printers and keyboards should be wiped down

All phones need to be cleaned.

All bins need to be emptied (as per VM3C0P20.34)

The carpet must be vacuumed making sure we get under the desks as well as just where we can see.

The Vacuum is kept under the stairs or in Goods Out.

The inside of the windows can also be cleaned using glass cleaner or Dettol spray found in the kitchen under the sink.

When the white board needs cleaning (when it is empty) there is whiteboard spray and wipes on the shelf in the office.

All folders should be stored in the correct locations and not left on the floor as this is a health a safety hazard



All cardboard boxes containing leaflets should be underneath a desk and not left in the middle of the room.



All empty cardboard boxes should be taken over to the cardboard recycling located at the Goods In main door.

The skirting boards should be dusted with the feather duster, which is kept underneath the stairs.

Always wash your hands and sterilize with Teccare Protect after cleaning.