

## VM3COP20.44 Cleaning the Office

The office needs to be cleaned once a week using the Teccare sanitising wipes provided in the office. Other cleaning products can be found under the kitchen sink.

All desks should be wiped down thoroughly by the person using the desk.

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

All phones need to be cleaned.

The inside of the windows should be cleaned using glass cleaner located under the kitchen sink.

The white board needs cleaning with whiteboard spray or 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 and safety hazard.

The coffee machine filter holder should be thoroughly cleaned in water and dish washing soap.

The plants should be watered no more than once per week.

All cardboard boxes containing leaflets should be underneath a desk or table and not left in the middle of the room due to health, safety and fire concerns. All empty cardboard boxes should be taken to the cardboard recycling bin or the cardboard recycling station located at the Goods In main door dependant on size and cleanliness as per VM3COP20.38 Waste Removal/Bin Emptying.

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

Ensure you wash your hands and sterilize with Teccare Protect after cleaning.

CHECKED 25 NOV 2016

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APPROVED 25 NOV 2016

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