

HYPROTECTION ZONE OFFICE SANITATION GUIDE



Professional Building Services, Inc. Program is a straightforward guide designed to assist offices in improving cleaning, disinfecting, and hand-hygiene protocols. The program includes best practices and product recommendations.

OFFICES / CONFERENCE ROOMS

Office/Conference Room Best Practices:

- Clean surfaces, removing soil load, before disinfecting.
- Use a disinfectant cleaner on all high-touch surfaces. Follow the product label directions and ensure proper dwell time.
- Use color-coded microfiber cloths or disposable wipers to prevent cross-contamination.
- Keep shared supplies and tools to a minimum and disinfect between use.

Disinfectant Cleaner	
Microfiber Cloths	
Sanitizing Wipes	
Paper Wipers	
Other Products	
Comments:	



TOUCHPOINTS:



CAFETERIA / BREAKROOM

Cafeteria/Breakroom Best Practices:

- Clean surfaces, removing soil load, before disinfecting.
- Use a disinfectant cleaner on all high-touch surfaces. Follow the product label directions and ensure proper dwell time.
- Use color-coded microfiber cloths or disposable wipers to prevent cross-contamination.
- Use a foodservice sanitizer on food contact surfaces.



TOUCHPOINTS:



Disinfectant Cleaner	
Foodservice Sanitizer	
Microfiber Cloths	
Sanitizing Wipes	
Paper Wipers	
Mechanical Sprayer	
Other Products	
Comments:	

RESTROOM






Restroom Cleaning Best Practices:

- Use a disinfectant bowl cleaner in toilet bowls and urinals. Allow dwell time, per instructions, before swabbing, flushing, and rinsing.
- Use a disinfectant cleaner on all high-touch surfaces and sink basin. Follow the product label instructions and ensure proper dwell time.
- Use touchless dispensers, flushers, and faucets.



Disinfectant Cleaner	
Bowl Cleaner	
Glass Cleaner	
All-Purpose Cleaner	
Odor Control System	
Bath Tissue	
Paper Towels	
Door Tissue	
Microfiber Cloths	
Paper Wipers	
Bowl Brush	
Chemical Management System	
Other Products	
Comments:	

TOUCHPOINTS:

-  Door Handles
-  Switches
-  Soap & Towel Dispensers
-  Toilet Flush Handles
-  Faucets

HAND HYGIENE

Hand Hygiene Best Practices:

- Place hand sanitizing dispensers at entrances and high traffic areas with signage reminding people to use the product.
- Post hand-washing signage in all restrooms and in the cafeteria reminding people that handwashing is required.
- Use touchless dispensers for soap, sanitizer, and paper towels.

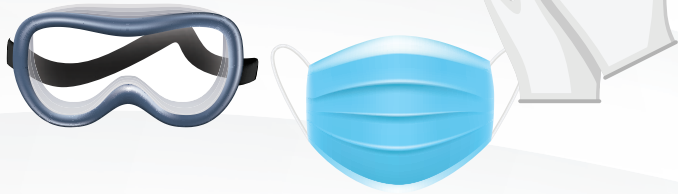
Hand Soap	
Hand Sanitizer	
Paper Towels	
Other Products	
Comments:	



PERSONAL PROTECTIVE EQUIPMENT

PPE Best Practices:

- Use PPE compliant with local regulations.
- Gloves should be changed frequently.



Gloves	
Masks	
Goggles	
Coveralls	
Thermometers	
Comments:	

FLOOR CARE

Floor Care Best Practices:

- Floors require disinfecting.
- Use a color-coded microfiber mopping system to prevent cross-contamination.
- Use a neutral pH quat disinfectant on resilient tile flooring. Apply with a microfiber mopping system and allow proper dwell time. Mop again to pick up any excess solution.
- Post a wet-floor sign during cleaning.
- Mop from the far corner of the room towards the entrance.
- Pay attention to corners and baseboards and be sure to clean crevices where bacteria can collect.
- Follow a detailed floor maintenance schedule for hard and soft surface flooring.
- Use entrance matting to reduce the soil coming into the facility.



Disinfectant Floor Cleaner	
Carpet Cleaner	
Carpet Spotter	
Specialty Floor Cleaner	
Microfiber Mop	
Microfiber Mop Pad	
Broom	
Dust Pan	
Dust Mop	
Mop Bucket & Wringer	
Matting	
Auto Scrubber	
Vacuum	
Carpet Extractor	
Other Equipment	
Other Products	
Comments:	



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