

# SURFACE CLEANING & DISINFECTING PROCEDURES



**1.**  
Wear closed shoes, face mask, eye protection and gloves.

**2.**  
Collect waste for safe disposal.

**3.**  
Prepare cleaning solution and disinfecting solution, buckets, mop, broomstick, cloth/sponge.

**4.**  
Use cleaning solution. Dip the sponge/cloth in the cleaning solution. Clean high-touch surfaces if visibly dirty. Wipe from the cleanest to the dirtiest areas and from higher to lower surfaces.

**HIGH TOUCH SURFACES:**  
CHAIRS, TABLES, SWITCHES, HANDRAILS, DOORKNOBS, ETC.

**5.**  
Use a broomstick. Sweep the floor to remove dirt.

**6.**  
Use cleaning solution.

a) Immerse the mop in the cleaning solution and wring out.

b) Mop the floor in a figure-eight pattern with overlapping strokes, turning the mop head regularly.

c) After cleaning a small area, immerse the mop in the bucket with rinse water and wring out.

**REPEAT a), b) AND c) UNTIL ALL AREAS HAVE BEEN COVERED.**

**7.**  
Use disinfecting solution. Soak a fresh cloth with it and apply to high touch surfaces. Wait five minutes before wiping off.

**8.**  
Return the emptied trash bin.

**9.**  
Wash and clean the used materials and store them in a safe place. Discard any leftover solution.

**10.**  
Remove PPE and disinfect if they are reusable.



FINALLY  
WASH YOUR HANDS  
WITH SOAP  
AND WATER.

**DISINFECTING SOLUTION**

5 ml household bleach  
≈ 1 teaspoon

250 ml Water

Detergent/soap

**CLEANING SOLUTION**

Water