



Coronavirus (Covid-19) Pandemic Cleaning Service Protocol for New Jersey, Philadelphia and New York

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What to clean:

Clean high-touch areas such as door handles, phones, remote controls, light switches and bathroom fixtures. Clean horizontal surfaces such as countertops, kitchen tables, desktops and other places where cough droplets could land frequently. The most important factors to disinfecting are cleaning frequently, thoroughly, and using the cleaning product correctly! A one-time “deep clean” is not effective.

Going deeper

It is unclear at this time exactly how long COVID-19 can remain on a surface. Early evidence suggests that the virus can survive for several days at a typical room temperature. This is why wiping down commonly touched surfaces helps to prevent the spread of illnesses like COVID-19 and the flu.

Most disinfecting wipes claim they can kill up to 99.9% of germs, and if used appropriately, they may be effective against COVID-19. Make sure to follow the instructions on the disinfectant label. It is important to clean a visibly dirty surface to rid it of dirt and debris before disinfecting. Do not reuse wipes to wipe down multiple surfaces. This can transfer germs from the used wipe to other surfaces. To prevent this, use one wipe for each surface and then throw it out. Do not dry the surface after using the disinfectant wipe. The surface that you are disinfecting will need to stay wet for the amount of time listed on the label. This step is important because the contact time is what is required to kill the germs.

ENTRANCES AND LOBBIES

DAILY/EACH VISIT

- Disinfect all lobby glass, entrance doors, door handles
- Disinfect furniture and or equipment
- Disinfect metal trim on entrance doors
- Disinfect water fountains
- Disinfect common area signs, tenant directories and elevator signs
- Disinfect private entrance door glass and kick plates on both sides
- Disinfect waste cans
- Disinfect receptacles
- Disinfect interior glass windows
- Disinfect architectural louvers and grills
- Disinfect baseboards as needed
- Disinfect vertical surfaces, walls, and woodwork
- Disinfect light fixtures

ELEVATORS

DAILY/EACH VISIT

- Disinfect Clean doors, walls, Ceilings and door tracks
- Disinfect Clean fixtures and elevator panels
- Disinfect elevator tracks

CORRIDORS

DAILY/EACH VISIT

- Disinfect water fountains if any
- Disinfect private door entrance glass on both sides
- Disinfect fixtures, fire boxes, extinguishers, pictures, etc.
- Disinfect all picture frames and wall hangings
- Disinfect air vents

STAIRWAYS AND LANDINGS

DAILY/EACH VISIT

- Disinfect railings, ledges, doors, etc.
- Disinfect doors and door kick plates

RESTROOMS

DAILY/EACH VISIT

Disinfect bowls, basins, seats and urinals
Disinfect fixtures, dispensers, and mirrors
Disinfect walls and partitions
Disinfect walls behind urinals and toilets
Disinfect restroom partitions
Mop floors with disinfectant
Disinfect waste cans

GENERAL OFFICE AND CONFERENCE ROOMS

DAILY/EACH VISIT

Disinfect furniture, desks, phones, file cabinets, partitions, window ledges, etc.
Disinfect chairs, desks, and baseboards
Disinfect doors, and light switches
Disinfect trash cans
Disinfect partition glass
Disinfect air vents

LUNCH ROOMS

DAILY/EACH VISIT

Disinfect exterior of trash can
Disinfect chairs and tables
Disinfect doors, door handles, & switches
Disinfect vending machines, refrigerator, microwave, Coffee maker, etc