



CERTIFIED

INDOOR ENVIRONMENTAL

In continued efforts to keep your space clean, we recommend disinfecting high touch points. Routine cleaning and disinfecting of the following items on a daily basis are crucial to help prevent the spread of any viruses, including but not limited to COVID-19.

HIGH TOUCH CLEANING LIST - OFFICE

- | | |
|---|--|
| <input type="checkbox"/> DOOR HANDLES | <input type="checkbox"/> PRINTER/FAX MACHINE BUTTONS |
| <input type="checkbox"/> DOOR GLASS | <input type="checkbox"/> APPLIANCE DOORS/HANDLES |
| <input type="checkbox"/> ELEVATOR BUTTONS | <input type="checkbox"/> SINK FAUCETS AND HANDLES |
| <input type="checkbox"/> INSIDE EDGE OF DOORS | <input type="checkbox"/> TOILETS/TOILET COVERS |
| <input type="checkbox"/> DESK TOPS | <input type="checkbox"/> PAPER TOWEL DISPENSERS |
| <input type="checkbox"/> COUNTER TOPS | <input type="checkbox"/> WASTE BASKETS/TRASH CANS |
| <input type="checkbox"/> CHAIR HANDLES & LEVERS | <input type="checkbox"/> RECYCLING BINS |
| <input type="checkbox"/> CELL PHONES | <input type="checkbox"/> PAPER SHREDDER |
| <input type="checkbox"/> DESKTOP PHONES | <input type="checkbox"/> VENDING MACHINES |
| <input type="checkbox"/> KEYBOARDS & MICE | <input type="checkbox"/> TIME CLOCKS |
| <input type="checkbox"/> LIGHT SWITCHES | <input type="checkbox"/> TABLETOPS |
| <input type="checkbox"/> STAPLERS/STAPLE REMOVERS | <input type="checkbox"/> STAIR RAILS |
| <input type="checkbox"/> TAPE DISPENSERS | <input type="checkbox"/> MAILBOXES |

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