

## **Cleaning | Common Areas**

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### **DISINFECTANT**

*Disinfecting kits provided on each floor of KAC. Wear gloves to disinfect as noted.*

- General purpose disinfectant: HDQ Neutral diluted as directed in spray bottles
- Alternative disinfectant: disinfectant wipes
- Alternative disinfectant: aerosol disinfectant spray
- Light disinfectant solution: alcohol spray

### **DISINFECTING PLAN**

#### **Doors**

*First person in the building will open & disinfect interior doors including:*

- Stairwell doors
- Studio
- Office
- Gallery

#### **Entrance/Lobby/Front Desk/Workspace**

*Disinfect at start of day, after groups, & end of day - Manager on Duty (MOD)*

- Entryway door handles
- Automatic door opener button
- Guest pens & upper desk
- Donation box & Karma machine

*Disinfect at start of day, midday, & end of day - MOD*

- Frequently touched surfaces include:
  - Lower desk surface
  - Keyboard, mouse, computer & monitor on/off buttons
  - phone buttons & handpiece
  - Chair arm rests
  - Door handles
  - Light switches
  - File drawers under reception desk
  - Security panel

*Disinfect after each use - All onsite staff*

- Any work station you used

*Clean and disinfect throughout the week (minimum twice) - Facilities Manager*

- Entryway, doors, windows cleaned
- Furniture and fixtures disinfected
- Floors

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### **Kitchen**

*Disinfect at start & end of day- MOD*

- Frequently touched surfaces include:
  - faucet handle
  - refrigerator handles
  - microwave
  - light switch

*Clean & disinfect throughout the week (minimum twice) - Facilities Manager*

- Counters
- Sinks
- Cabinet handles

### **1st Floor Restrooms**

*Disinfect at start of day, midday, & end of day on low traffic days. On weekends/ high traffic days, disinfect every 2 hours - MOD*

- Light fixtures
- Faucet handles
- Wall grab bars
- Baby station
- Soap dispenser
- Door handles
- Toilet handle

*Clean and disinfect throughout the week (minimum twice) - Facilities Manager*

- Toilets
- Sinks
- Floors
- Walls
- Paper towel dispenser

### **Elevator/Stairwells**

*Disinfect at start & end of day - MOD*

- Elevator touch pad in car and all three floor levels
- Door handles to maintenance closet

*Clean and disinfect throughout the week - Facilities Manager*

- Mop stairwells & elevator
- Disinfect door handles

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### **Offices**

*Disinfect at start & end of day - MOD*

- Office equipment including:
  - Printer
  - Fax
  - Mail machine
- Cabinet & file cabinet handles
- Light switches
- Shredder

*Throughout the week (minimum twice) - Facilities*

- Dust, vacuum

### **Outdoors**

Disinfect throughout the week (minimum twice) - Facilities

- Outdoor furniture
- Trash can tops
- Door handles
- As needed - sanitize wheelchair