



Office hygiene checklist

Complete this yes/no checklist to find out whether these office hygiene hotspots could be making you sick.

Office bathrooms:

- Do your bathrooms receive regular deep-cleaning? Y/N
- Do you have a managed sanitary waste disposal service in your female bathrooms? Y/N

Office kitchen:

- Is shared kitchen equipment cleaned regularly and thoroughly? Y/N
- Does the office fridge get cleared out and cleaned regularly (if at all)? Y/N

Offices:

- Are laptops, computers and other office technology regularly disinfected? Y/N
- Are desks being disinfected as well as cleaned? Y/N

Boardroom:

- Are enclosed meeting rooms and boardrooms adequately ventilated? Y/N
- And if not, do you have an air purification system in place? Y/N

Reception/common areas:

- Is your water cooler cleaned regularly? Y/N
- Is there hand sanitiser available for use before using the fingerprint scanner? Y/N

General:

- Have you had a professional Disinfection service done if anyone in the office has been diagnosed with Covid-19? Y/N
- Do you have a schedule for cleaning staff that clearly breaks up tasks into daily, weekly and monthly tasks? Y/N
- Is cleaning equipment itself regularly disinfected or replaced? Y/N
- Do your daily cleaning staff have differentiated cleaning equipment for different areas of the business? Y/N