



# ‘HOW TO...’

## Clean frequently touched surfaces

The following list, whilst not exhaustive, attempts to capture as many contact points as possible which require regular cleaning

### Personal Protective Equipment (PPE) Provided:

The PPE required for this task is as follows;

- Latex/nitrile gloves

### Frequently touched surfaces cleaning checklist

Around the site		Your Desk	
✓ Shutter buttons, security barriers, keypads and padlocks	<input type="checkbox"/>	✓ Desk top and any other surfaces	<input type="checkbox"/>
✓ Charging points for electric vehicles	<input type="checkbox"/>	Telephone equipment including headsets where used	<input type="checkbox"/>
✓ All internal and external door knobs, handles, push plates or rails	<input type="checkbox"/>	✓ Keyboard	<input type="checkbox"/>
✓ Doorbells, entry phones and key code system buttons	<input type="checkbox"/>	✓ Mouse	<input type="checkbox"/>
✓ Intruder alarm key code buttons	<input type="checkbox"/>	✓ Chair arms and controls	<input type="checkbox"/>
✓ Light switches	<input type="checkbox"/>	✓ <b>Kitchen, canteens and all shared rest areas</b>	
✓ Handrail and railings on staircases and mezzanine floors	<input type="checkbox"/>	✓ Taps and sink	<input type="checkbox"/>
✓ Lift call and internal control buttons	<input type="checkbox"/>	✓ Kettles	<input type="checkbox"/>
<b>Shared items</b>		✓ Surfaces	<input type="checkbox"/>
✓ All printers, scanners and any other equipment shared by colleagues	<input type="checkbox"/>	✓ Fridge door handle	<input type="checkbox"/>
✓ Thermometers must be thoroughly cleaned before and after use	<input type="checkbox"/>	✓ Tables	<input type="checkbox"/>
✓ PDQ machines must be cleaned before use and again before returning it to the base unit by the colleague using it for each transaction.	<input type="checkbox"/>	✓ Chairs including arms	<input type="checkbox"/>
✓ Tablets and digital devices	<input type="checkbox"/>	✓ Vending machines	<input type="checkbox"/>
<b>Toilets</b>			
✓ Taps, flushers, seats and dispensers	<input type="checkbox"/>		

If you can think of anything that we have missed, let me know at [rachelm@fleetline.co.uk](mailto:rachelm@fleetline.co.uk) so we can share this best practice with your colleagues across the business.