

**Did you know?**

Facilities including office buildings, schools and shopping centres can be exposed to a range of pathogenic micro-organisms if appropriate infection prevention practices are not in place. These organisms can be transmitted through contact with contaminated objects such as high touch areas including door handles, railings, work stations and telephones.

**How can you reduce the risk of infection in your facility?**

**Step 1: Surface Cleaning** 

Regular cleaning of surfaces using a neutral detergent solution or wipe will ensure you have a safe and clean environment.

**Recommended Products:**

**Speedy Clean Wipes**  
Hospital Grade Neutral Detergent Wipes



**Step 2: Surface Disinfection** 

Disinfecting high touch surfaces is critical in preventing the spread of germs in facilities.

**Recommended Products:**

**Viraclean**  
Hospital Grade Disinfectant



**V-Wipes**  
Hospital Grade Disinfectant Wipes

**Lemon Disinfectant**  
Commercial Grade Disinfectant



**Step 3: Hand Hygiene** 

Good hygiene is critical in preventing the spread of germs in facilities. Ensure hand hygiene stations are conveniently located throughout facilities for ease of use.

**Recommended Products:**

**Sanitol**  
Antibacterial Hand Sanitiser



**Hand Hygiene**  
Skin Technology Dispensers

**Infection Prevention Education & Training**

Additional resources including educational videos, cleaning charts and hand hygiene signs are available on our website, visit: [www.whiteley.com.au/prevent-the-spread-of-infection](http://www.whiteley.com.au/prevent-the-spread-of-infection)

**Areas to Display Hand Hygiene Stations**

- Front Entrances / Foyers
- Fridge and Kitchen Area
- Individual Workstations
- Bathroom Entry / Exit Points
- Common Areas (i.e. Meeting Rooms, Waiting Areas)

**High Touch\* Work Areas**

\*High touch is a surface frequently touched by multiple people



- |  |  |  |   |
|--|--|--|---|
|  Door Handles |  Chairs               |  Fridge and Kitchen Area      |  Computers and Equipment |
|  Lift Buttons |  Edge of Table / Desk |  Counter / Reception Area     |  Gym Equipment           |
|  Hand Rails   |  EFTPOS Machines      |  Bathroom Entry / Exit Points |  Cabinets / Draws        |

**Facilities Include:**

- |  |  |  |
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| <input checked="" type="checkbox"/> Aged Care                  | <input checked="" type="checkbox"/> Entertainment venues       | <input checked="" type="checkbox"/> Public Transport                 |
| <input checked="" type="checkbox"/> Airports                   | <input checked="" type="checkbox"/> Hospitality                | <input checked="" type="checkbox"/> Schools & Universities           |
| <input checked="" type="checkbox"/> Beauty & Hair Salons       | <input checked="" type="checkbox"/> Hotels & Resorts           | <input checked="" type="checkbox"/> Shopping Centres and Food Courts |
| <input checked="" type="checkbox"/> Gyms & Training Facilities | <input checked="" type="checkbox"/> Office Suites & Workplaces | <input checked="" type="checkbox"/> Supermarkets                     |

# Daily Cleaning Checklist

Building / Level: \_\_\_\_\_

Date: \_\_\_/\_\_\_/\_\_\_

1. Entry / Common Areas		2. Kitchen / Waiting Areas		3. Bathroom Surfaces		4. Office / Workspaces	
High Touch Areas	Tick	High Touch Areas	Tick	High Touch Areas	Tick	High Touch Areas	Tick
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