How to Self-Clean Your Office

Cleaning Kit
- Gloves
- Hand Sanitizer
- Disinfectant wipes
- Face Mask

Office cleaning procedures
1. Put on gloves
2. Wipe down all frequently high touch surfaces and objects using disinfectant wipes. Consider wiping down high touch areas every four hours.
   - top of the desk
   - drawer handles
   - chair
   - phone
   - keyboard/mouse, utilize wipes that are 70% alcohol based
3. Remove trash can liner from waste receptacle and replace with a clean liner. Extra liners are located at the bottom of each receptacle.
4. Remove your gloves and tie trash can liner. Place trash can liner outside your office for pick up by custodial staff.
5. Wash your hands or use hand sanitizer
6. You may request additional gloves, disinfectant wipes, liners and hand sanitizer by sending an email to Facilities at maintenance@scrippscollege.edu

Custodial will clean the space on the 1st week of month. If something needs immediate attention please email Facilities at maintenance@scrippscollege.edu

Shared Equipment
- When utilizing equipment that is shared by multiple people wipe down the piece of equipment before and after each use. Items to consider:
  - copiers
  - alarm panels
  - doorknobs
  - handles
  - countertops
  - light switch
  - hole punch
  - laminator