

OFFICE CLEANING

IN THIS TOGETHER

We are in this together. Proper office cleaning cannot be done by anyone person, but we can all help to keep our office as clean and safe as possible.

YOUR OFFICE SPACE

It will be your responsibility to clean your own office space. Please be sure to clean high touch areas like your desk, chair, door handles and computer frequently. More cleaning, equals fewer germs which means less people getting sick and increased wellbeing for our staff.

COMMON SPACES

Although our facilities team will work with the DreamTeam to frequently clean public high touch areas, please help by cleaning some of these areas before and after each use. Some of these public high touch areas include tables, countertops, chairs, shared electronics, etc.

CLEANING SUPPLIES

Cleaning supplies will be stocked in a caddy in common office spaces. Please notify the facilities staff if you need more cleaning supplies, or you can find more cleaning supplies in the janitor's closet. Please refer to the cleaning guidelines for proper cleaning procedures.

HELPFUL SUGGESTIONS

1. Use a clean rag or paper towels with disinfectant.
2. Wear gloves or wash your hands after cleaning.
3. Don't touch your face.
4. Remember to do your part.