



# ENHANCED CLEANING & DISINFECTION GUIDE

Guidelines For  
Reopening Safely  
Communal Areas



# KEY TOUCH POINTS FOR DISINFECTION

## COMMUNAL AREAS



All Handles  
(Not Just Doors)



Windows



Walls



Switches



Chairs



Hand Contact  
Surfaces



Floors



Table Tops



Remote Control

# COMMUNAL AREAS

4 high touch areas for deep clean in communal areas



**REMEMBER:**  
Wash your  
hands regularly  
with Safe Shield

- 1 Hard Surfaces**  
Tables, Door Handles, Switches & Side Tables
- 2 Share Items**  
Remotes, Phones, Vending Machines, Computer Equipment
- 3 Hard Flooring**
- 4 Furniture**  
Wooden or Plastic Chairs, Draw Units, Chair Arms



# Daily Clean Procedure Cleaning & Sanitisation Stage 1





# Daily Clean Procedure (Cleaning & Disinfection Stage)

To be performed each day to minimise the risk of coronavirus infection

Follow daily clean procedure to ensure guests & staff stay safe.

	Area	Product	Instruction	Complete
<b>1. Hard Surfaces</b> Tables, Door Handles, Switches & Side Tables	  	 FAD Green-Shield	Dilute @ 10:1. Spray surfaces & wipe with disposable cloth. (No rinse product)	<input checked="" type="checkbox"/>
<b>2. Share Items</b> Remotes, Phones, Vending Machines, Computer Equipment	  	 FAD Green-Shield	Dilute @ 10:1. Spray cloth and wipe. Ensure full coverage. (No rise product)	<input type="checkbox"/>
<b>3. Hard Flooring</b>		 FAD Green-Shield	Dilute @ 50:1. Apply with mop & bucket. Allow to air dry.	<input type="checkbox"/>
<b>4. Furniture</b> Wooden or Plastic Chairs, Draw Units, Chair Arms	  	 FAD Green-Shield	Dilute @ 10:1. Spray surfaces & wipe with disposable cloth. (No rinse product)	<input type="checkbox"/>

**Deep Clean Procedure  
For suspected or confirmed  
cases of coronavirus  
Stage 2  
(Option 1)**







# Deep Clean Procedure (Deep Disinfection Stage)

To be performed if a suspected or confirmed case of coronavirus occurs



Daily clean procedure must be performed before deep clean procedure to remove dirt from surfaces.

Area	Product	Instruction	Complete
<b>1. Hard Surfaces</b> Tables, Door Handles, Switches & Side Tables	 Chlorine Tablets	Add 1 tablet to a trigger bottle and fill with water. Spray disposable cloth, wipe surface & leave to air dry for 10 minutes.	<input checked="" type="checkbox"/>
<b>2. Shared Items</b> Remotes, Phones, Vending Machines, Computer Equipment	 Chlorine Tablets	Add 1 tablet to a trigger bottle and fill with water. Spray disposable cloth, wipe surface & leave to air dry for 10 minutes.	<input type="checkbox"/>
<b>3. Hard Floors</b>	 Chlorine Tablets	Dilute @ 10:1. Apply with mop & bucket. Allow to air dry.	<input type="checkbox"/>
<b>4. Furniture</b> Wooden or Plastic Chairs, Draw Units, Arms on seating made of hard material	 Chlorine Tablets	Add 1 tablet to a trigger bottle and fill with water. Spray disposable cloth, wipe surface & leave to air dry for 10 minutes.	<input type="checkbox"/>

## When should deep clean procedures take place?

- At the end of each day when there are a few guests checking in & foot traffic is low
- After a suspected case of coronavirus on the premises
- Upon request of the guest or staff

## Need to know when using chlorine based products.

- Wear appropriate PPE: Gloves, Eye-Protection and Gown.



- Do not allow to come into contact with skin.
- Add 1 chlorine tablet to a trigger bottle and fill with water to the measure. Max 750ml of water per chlorine tablet.
- Always spray the cloth with the chlorine solution not surfaces, to avoid air contamination.
- Always test solution on a small test area before applying to main areas.

**Deep Clean Procedure**  
**For suspected or confirmed**  
**cases of coronavirus**  
**Stage 2**  
**(Option 2)**









# Deep Clean Procedure (Deep Disinfection Stage)

To be performed if a suspected or confirmed case of coronavirus occurs



Daily clean procedure must be performed before deep clean procedure to remove dirt from surfaces.

Area	Product	Instruction	Complete
<b>1. Hard Surfaces</b> Tables, Door Handles, Switches & Side Tables	 AntiBak	Add 1 tablet to a trigger bottle and fill with 500ml water. Spray surface and wipe. Leave to air dry.	<input checked="" type="checkbox"/>
<b>2. Shared Items</b> Remotes, Phones, Vending Machines, Computer Equipment	 AntiBak	Add 1 tablet to a trigger bottle and fill with 500ml water. Spray surface and wipe. Leave to air dry.	<input type="checkbox"/>
<b>3. Hard Floors</b>	 AntiBak	Dilute to 1.5% in a mop bucket (10 tablets in a 5L bucket). Mop floors as normal using a mop and bucket.	<input type="checkbox"/>
<b>4. Furniture</b> Wooden or Plastic Chairs, Draw Units, Arms on seating made of hard material	 AntiBak	Add 1 tablet to a trigger bottle and fill with 500ml water. Spray surface and wipe. Leave to air dry.	<input type="checkbox"/>

## When should deep clean procedures take place?

- 1 Before reopening
- 2 After a suspected case of coronavirus on the premises
- 3 Upon request of the guest or staff

## Need to know when using AntiBak.

- 1 AntiBak is a non-irritant to skin or eyes, emits no toxic vapour and is chlorine free.

# YOUR LOCAL CLEANING & HYGIENE PARTNER



For more information about the Chemex product range and support, visit [www.chemexuk.com](http://www.chemexuk.com)

