



# ENHANCED CLEANING & DISINFECTION GUIDE

Guidelines For Reopening Safely Reception Areas



# KEY TOUCH POINTS FOR DISINFECTION

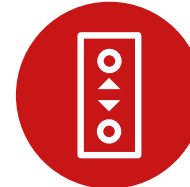
## FRONT OF HOUSE / RECEPTION



Walls



Table Tops



Lift Buttons



Floors



Telephones



Vending Machines



Dispensers



Hand Rails



Water Fountains



Hand Contact Surfaces



Rubbish Bins



All Handles  
(Not Just Doors)



Chairs



Tills & Credit Card  
Machines



Switches

# FRONT OF HOUSE

4 high touch areas for deep clean in reception areas

- 1 Hard Surfaces**  
Reception Desk, Door Handles & Side Tables
- 2 Hard Floors**
- 3 Walls**
- 4 Glasswear**  
Mirrors & Windows



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



# Daily Clean Procedure Cleaning & Sanitisation Stage 1



# Daily Clean Procedure (Cleaning & Disinfection Stage)

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

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

	Area	Product	Instruction	Complete
<b>1. Hard Surfaces</b> Reception Desk, Door Handles & Side Tables		 FAD Green-Shield	Dilute @ 10:1. Spray surfaces & wipe with disposable cloth. (No rinse product)	<input checked="" type="checkbox"/>
<b>2. Hard Floors</b>		 FAD Green-Shield	Dilute @ 50:1. Apply with mop & bucket. Allow to air dry.	<input type="checkbox"/>
<b>3. Walls</b>		 FAD Green-Shield	Dilute @ 10:1. Spray surfaces & leave for 15 minutes. Then wipe with disposable cloth.	<input type="checkbox"/>
<b>4. Glasswear</b> <i>Mirrors &amp; Windows</i>		 Reflexion	Use neat in a trigger bottle. Spray & wipe..	<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> Reception Desk, Door Handles & 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. Hard Floors</b>	 Chlorine Tablets	Dilute @ 10:1 in a mop bucket. Mop floors as normal using a mop and bucket.	<input type="checkbox"/>
<b>3. Walls</b>	 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>4. Glasswear</b> Mirrors & Windows	 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. Glass may need to be polished to remove water marks.	<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> Reception Desk, Door Handles & 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. 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>3. Walls</b>	 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>4. Glasswear</b> Mirrors & Windows	 AntiBak	Add 1 tablet to a trigger bottle and fill with 500ml water. Spray disposable cloth, wipe surface & 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)

