|  | Following suspected or confirmed case | Routine cleaning |
| --- | --- | --- |
| **Any item** | **Method** | **Frequently touched items** | **Method** | **Infrequently touched items** | **Method** |
| **Alcohol-based hand sanitiser dispenser** | Clean and disinfect as soon as you become aware | Detergent + Disinfectant | Clean and disinfect at least daily  | Detergent + Disinfectant | Clean weekly | Detergent |
| **Bath** | Clean and disinfect as soon as you become aware  | Detergent + Disinfectant | Clean and disinfect daily, or after each use if shared facilities | Detergent + Disinfectant | Clean at least daily | Detergent |
| **Call bell / door bell** | Clean and disinfect as soon as you become aware | Detergent + Disinfectant | Clean and disinfect at least daily | Detergent + Disinfectant | Clean weekly | Detergent |
| **Carpet (Soft floor)** | Clean as soon as you become aware | Carpet shampoo + Steam clean | Clean at least daily | Vacuum with HEPA filter  | Clean weekly | Vacuum with HEPA filter |
| Clean annually | Carpet shampoo + Steam clean | Clean annually | Shampoo or steam clean |
| **Cash registers** | Clean and disinfect as soon as you become aware | Detergent + Isopropyl alcohol-based wipes/sprays | Clean and disinfect after each shift | Detergent + Isopropyl alcohol-based wipes/sprays | Clean weekly | Detergent + Isopropyl alcohol-based wipes/sprays  |
| **Ceiling** | Clean and disinfect as soon as you become aware | Detergent + Disinfectant | Spot clean and disinfect daily & wash yearly, e.g. access hatches and surrounds | Detergent + Disinfectant | Spot clean weekly & wash every 3 years | Damp dust + Detergent |
| **Chairs - non-upholstered** e.g. plastic chairs, wooden chairs, other non-padded chairs | Clean and disinfect as soon as you become aware | Detergent + Disinfectant | Clean and disinfect at least daily | Detergent + Disinfectant | Clean weekly | Detergent  |
| **Chairs - upholstered**e.g. fabric padded chairs, sofas, office chairs | Clean as soon as you become aware | Detergent + Steam clean | Clean at least daily | Vacuum (HEPA)Damp dust + Detergent | Clean weekly | Vacuum (HEPA)Damp dust + Detergent |
| **Cleaning Equipment** | Clean and disinfect after use | Detergent + Disinfectant | Clean and disinfect after use | Detergent + Disinfectant | Clean after use | Detergent |
| **Clipboard / Folders** | Clean and disinfect as soon as you become aware | Detergent + Disinfectant | Clean and disinfect after use | Detergent + Disinfectant | Clean weekly | Detergent |
| **Computer, Keyboard, Mouse Headsets** | Clean and disinfect as soon as you become aware | Detergent + Disinfectant on wipeable cover, or isopropyl alcohol-based wipes/sprays | Clean and disinfect at least daily or when visibly soiled, and between users if equipment is shared | Detergent + Disinfectant on wipeable cover, or isopropyl alcohol-based wipes/sprays | Clean weekly or when visibly soiled | Consider adding a wipeable cover to the device/screen.Refer to manufacturer’s recommendationsDetergent |
| **Curtains and Blinds** | Clean as soon as you become aware | Damp dust + DetergentSteam clean curtains or blinds | Clean weekly | Damp dust + Detergent | Clean monthly | Refer to manufacturer’s recommendationsSteam clean curtains or blinds in place or machine wash curtains according to manufacturer’s recommendations  |
| **Door frames** | Clean and disinfect as soon as you become aware | Detergent + Disinfectant | Clean and disinfect at least daily | Detergent + Disinfectant | Clean weekly | Detergent |
| **Door knob / handles** | Clean and disinfect as soon as you become aware | Detergent + Disinfectant | Clean and disinfect at least daily | Detergent + Disinfectant | Clean daily | Detergent |
| **Drinking Fountains** | Clean and disinfect as soon as you become aware | Detergent + Disinfectant | Clean and disinfect at least daily | Detergent + Disinfectant | Clean daily | Detergent |
| **EFTPOS machines** | Clean and disinfect as soon as you become aware | Isopropyl alcohol-based wipes/sprays | Clean and disinfect after each use (if practicable) | Isopropyl alcohol-based wipes/sprays | Clean weekly | Isopropyl alcohol-based wipes/sprays |
| **Elevator buttons** | Clean and disinfect as soon as you become aware | Detergent + Disinfectant | Clean and disinfect at least daily | Detergent + Disinfectant | Clean weekly | Detergent |
| **Floor (non-slip vinyl)**  | Clean and disinfect as soon as you become aware | Detergent + Disinfectant | Clean and disinfect at least daily | Detergent + Disinfectant | Damp mop daily | Detergent |
| **Floor (polished concrete)** | Clean and disinfect as soon as you become aware | Detergent + Disinfectant | Clean and disinfect at least daily or every shift change | Detergent + Disinfectant | Clean weekly | Detergent |
| **Fridges** | Clean and disinfect as soon as you become aware | Detergent + Disinfectant | Weekly, & defrost to clean as requiredClean and disinfect frequently touched surfaces on fridge (i.e. handles) at least daily  | Detergent + Disinfectant | Monthly & defrost as required Daily spot check— clean when necessary  | Refer to manufacturer’s recommendationsDetergent  |
| **Gear knobs** | Clean and disinfect as soon as you become aware | Detergent + Disinfectant | Clean and disinfect at least daily or between users if shared | Detergent + Disinfectant | Clean weekly | Detergent |
| **Hand rails, stair rails** | Clean and disinfect as soon as you become aware | Detergent + Disinfectant | Clean and disinfect at least daily | Detergent + Disinfectant | Clean weekly | Detergent |
| **Keys and locks and padlocks** | Clean and disinfect as soon as you become aware | Detergent + Disinfectant | Clean and disinfect at least daily | Detergent + Disinfectant | Clean weekly | Detergent |
| **Kitchen appliances (toasters, kettles, sandwich presses, jaffle makers, ovens)** | Clean and disinfect as soon as you become aware | Detergent + Disinfectant | Clean and disinfect at least daily | Detergent + Disinfectant | Clean weekly | Refer to manufacturer’s recommendationsIsopropyl alcohol-based wipes/spraysDetergent |
| **Light and Power point Switches** | Clean and disinfect as soon as you become aware | Detergent + Disinfectant Damp dust | Clean and disinfect at least daily | Detergent + Disinfectant Damp dust | Clean weekly | Damp dust + Detergent |
| **Lights/lighting** | Clean and disinfect as soon as you become aware | Detergent + Disinfectant | Clean and disinfect daily | Detergent + Disinfectant | Clean weekly | Refer to manufacturer’s recommendationsDetergent |
| **Microwave** | Clean and disinfect as soon as you become aware | Detergent.Disinfectant on outside surfaces only. | Clean and disinfect frequently touched points on microwave at least daily | Detergent.Disinfectant on outside surfaces only. | Clean daily | Refer to manufacturer’s recommendationsDetergent |
| **Push/pull doors (with and without a push plate)** | Clean and disinfect as soon as you become aware | Detergent + Disinfectant | Clean and disinfect at least daily | Detergent + Disinfectant | Clean weekly | Detergent + Disinfectant |
| **Remote controls** | Clean and disinfect as soon as you become aware | Detergent + Disinfectant | Clean and disinfect at least daily | Detergent + Disinfectant | Clean weekly | Detergent |
| **Seat Belts** | Clean and disinfect as soon as you become aware | Detergent + Disinfectant | Clean and disinfect at least daily or between users if shared | Detergent + Disinfectant | Clean weekly | Detergent |
| **Shelves (and items on shelves)** | Clean and disinfect as soon as you become aware | Detergent + Disinfectant | Clean and disinfect at least daily | Detergent + Disinfectant | Clean weekly | Detergent |
| **Shower** | Clean and disinfect as soon as you become aware | Detergent + Disinfectant | Clean and disinfect at least daily or after each use if shared facilities  | Detergent + Disinfectant | Clean weekly | Detergent + Disinfectant |
| **Sink (hand washing & kitchen)** | Clean and disinfect as soon as you become aware | DetergentDisinfectant on areas around sink only, not in sink | Clean and disinfect at least daily  | DetergentDisinfectant on areas around sink only, not in sink | Clean daily | Detergent |
| **Steering wheels** | Clean and disinfect as soon as you become aware | Detergent + Disinfectant | Clean and disinfect at least between shifts or between users | Detergent + Disinfectant | Clean weekly | Detergent |
| **Switches and other controls – e.g. JCUSA ute, line marker** | Clean and disinfect as soon as you become aware | Isopropyl alcohol-based wipes /sprays | Clean and disinfect at least daily | Isopropyl alcohol-based wipes /sprays | Clean weekly | Isopropyl alcohol-based wipes/sprays |
| **Tables / desks** | Clean and disinfect as soon as you become aware | Detergent + Disinfectant | Clean and disinfect at least daily | Detergent + Disinfectant | Clean weekly | Detergent |
| **Telephone** | Clean and disinfect as soon as you become aware | Detergent + Disinfectant Damp dust | Clean and disinfect at least daily & more regularly if shared by multiple users | Detergent + Disinfectant Damp dust | Clean weekly | Detergent |
| **Toilet** | Clean and disinfect as soon as you become aware | Detergent + Disinfectant | Clean and disinfect at least daily  | Detergent + Disinfectant | Clean weekly | Detergent + disinfectant |
| **Toilet doors and locks** | Clean and disinfect as soon as you become aware | Detergent + Disinfectant | Clean and disinfect at least daily | Detergent + Disinfectant | Clean weekly | Detergent + Disinfectant |
| **TV** | Clean and disinfect as soon as you become aware | Detergent + Disinfectant Damp dust | Clean and disinfect at least daily | Detergent + Disinfectant Damp dust | Clean weekly | Refer to manufacturer’s recommendationsDamp dust + Detergent |
| **Vending Machines** | Clean and disinfect as soon as you become aware | Detergent + Disinfectant Damp dust | Clean and disinfect frequently touched points on machine at least daily | Detergent + Disinfectant Damp dust | Clean weekly | Refer to manufacturer’s recommendationsDamp dust + detergent orIsopropyl alcohol-based wipes/sprays |
| **Walls** | Clean and disinfect as soon as you become aware | Detergent + Disinfectant | Spot clean and disinfect touched walls at least daily & full clean yearly | Detergent + Disinfectant | Spot clean weekly & full clean yearly | Damp dust + Detergent |
| **Windows** | Clean and disinfect as soon as you become aware | Detergent + Disinfectant | Spot clean and disinfect touched windows at least daily | Detergent + Disinfectant | Clean weekly | Detergent |
| **Window frames (sliding servery window types)** | Clean and disinfect as soon as you become aware | Detergent + Disinfectant | Clean and disinfect at least daily | Detergent + Disinfectant | Clean weekly | Detergent |