

Facilities and Cleaning Checklist

FACILITIES (for tenants)

- Close or limit communal area usage
- Shut down internal food service areas, including snacks and beverage
- Limit common area usage and mandate social distancing
- Shut down on-site exercise facilities
- Implement touchless technology where possible
- Verify or upgrade existing ventilation systems
- Communicate with landlord/office managers
- Consider engagement in public spaces and building support

CLEANING PROTOCOLS

Implement robust cleaning procedures

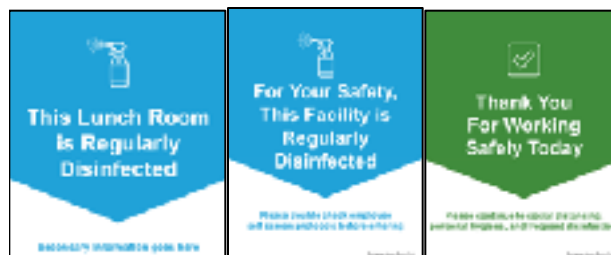
- Clean high touch surfaces multiple times x day (e.g., bathrooms, handles, office equip.)
- Daily cleaning of the entire office
- Deep cleaning on a weekly basis
- Increase existing cleaning staffing levels / contract with a 3P for increased requirements

Engage your workforce

- Establish disinfection stations for employees upon arrival and for packages / deliveries
- Require employees to wipe-down before and after usage (e.g., common workstations & meeting rooms)
- Publicly display sanitation measures
- Educate workforce on proper hygiene and cleaning procedures

RESOURCES:

- [Disinfection products, protocols and checklists](#)
- [Cleaning Audit checklist](#)
- [Editable and Printable Facilities Signage](#)



1. This content has been informed or adapted from online conversations with the Venture Community, publicly available information, including original content in the [Safe Work Playbook by Lear Corporation](#) and [www.lifelabslearningcorporation.com](#), Newmark Knight and Frank <http://www.ngkf.com/> and generously shared online.
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