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# Cleaning Protocol



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## Directions:

To confirm that the attached Cleaning Protocol is implemented within the project, provide a policy detailing each of the following components as it applies to the project. Project Teams must use the document as guidance to detail all of the following components implemented in the project. Official protocols must include protocol implementation dates and be on company letterhead.

## SECTION 1: Implementation

The Cleaning Protocol must apply to the following required areas:

Use only the below implementation section relevant to the specific project:

### MULTI-TENANT BASE BUILDING

Applies to all areas under the control of the building management, including all shared spaces, shared restrooms, and common elevator banks on tenant floors.

### SINGLE TENANT BUILDING

Applies to all areas under the control of the tenant within the building(s), including all shared spaces and shared restrooms.

### COMMERCIAL INTERIOR

Applies to all areas under the control of the tenant, including all shared spaces and shared restrooms within tenant space.

### SINGLE-TENANT RETAIL

Applies to all areas under the control of the tenant, including all shared spaces and shared restrooms within tenant space.

### MULTI-TENANT RETAIL

Applies to all areas under the control of the building management, including all shared spaces, shared restrooms, and common elevator banks on tenant floors.

## MULTIFAMILY RESIDENTIAL

Applies to all areas under the control of the building management, including all shared spaces, shared restrooms, and common elevator banks on residential floors.

## SENIOR HOUSING

Applies to all areas under the control of the building management, including all shared spaces, shared restrooms, and common elevator banks on residential floors.

## PROJECTS USING OUTSIDE VENDORS OR CONTRACTORS FOR CLEANING:

All projects using third party vendors or contractors for cleaning, disinfecting and maintenance must ensure that the services provided by the vendors meet the requirements of the Fitwel Cleaning, Disinfecting, and Maintenance Protocol.

## SECTION 2: Cleaning and Required Areas

All required areas must be cleaned a minimum of once daily.

Required areas include all of the following:

- Common areas or amenities where occupants gather, including but not limited to:
  - lounge or break areas
  - common kitchen facilities (including kitchenettes, snack bars, or other areas that are used for shared eating or food preparation)
  - multipurpose room
  - game room
  - study rooms
  - resource center
  - fitness facilities
  - exercise room
  - lactation rooms
  - quiet rooms
  - other spaces designated for shared activities.
  
- Workspaces (for applicable typologies), including:

- workstations
  - flexible workspaces and hot desks
  - individual offices
  - meeting rooms
  - circulation between workstations.
- Shared areas, including:
- hallways
  - stairwells
  - corridors
  - reception areas and lobbies.
- Shared restrooms, including:
- bathroom fixtures (including sinks, toilets, urinals)
  - surfaces
  - counters.

### **SECTION 3: Disinfection**

Disinfect all high touch surfaces below within required areas a minimum of once daily according to the following disinfection guidelines:

- High Touch Surfaces must include but are not limited to:
- door handles/knobs
  - elevator call buttons
  - handrails
  - light switches
  - faucets
  - drinking water stations and coolers
  - kitchen equipment
  - countertops
  - shared office equipment
  - other surfaces that are frequently touched by occupants.

- Implement the following disinfection guidelines:
  - follow the CDC Guidelines\* and manufacturer instructions for safe and effective disinfectant use.
  - as available, limit disinfectant use to those listed on EPA List N\* that contain any of the following safer active ingredients:
    - Hydrogen peroxide
    - Ethyl alcohol/ethanol
    - Citric acid
    - L-lactic acid
    - Caprylic acid
    - Thymol
  - when chemical disinfectants with the active ingredients listed above are not available, select a disinfectant listed on EPA List N.
  - limit use of chemical disinfectants to those that are not premixed with either peracetic acid or quaternary ammonium compounds.

\*The EPA List N can be found at <https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2-covid-19> .

\*The CDC Guidelines can be found at <https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html>.

## SECTION 4: INVENTORY + UPKEEP

- Create an inventory that keeps track and maintains stock of all of the following cleaning supplies:
  - gloves
  - paper towels
  - multipurpose cleaning wipes or spray
  - soap
  - disinfecting wipes or spray\*
  - trash bags.
- Provide and maintain weekly upkeep of all of the following:
  - Within all common kitchen facilities (including kitchenettes, snack bars, or other areas that are used for shared eating or food preparation):
    - hand soap
    - dish soap
    - sponges
    - paper towels
    - multipurpose cleaning wipes or spray

- disinfecting wipes or spray\*
- Within all shared restrooms:
  - hand soap
  - toilet paper
  - paper towels.
- Ensure that all cleaning, maintenance, and engineering staff are provided all of the following protective equipment:
  - medical-grade masks
  - reusable gloves
  - eye protection.
- Implement and maintain cleaning logs that:
  - document cleaning and disinfection activity in all required areas
  - are made visible for all occupants
  - provide a method for collecting feedback from occupants.
- Implement monthly auditing of cleaning, disinfecting and maintenance using one of the following methods:
  - regular site inspections
  - direct practice observation
  - swab cultures
  - fluorescent markers
  - adenosine triphosphate (ATP) bioluminescence.

\*Disinfecting wipes and sprays must meet the disinfection guidelines outlined in Section 3 of the Fitwel Cleaning, Disinfecting, and Maintenance Policy.