

Cleaning and Disinfection Measures and Frequencies

Type of Space	Cleaning & Disinfection / Disinfection Only	Scope	Who's Responsible	Frequency
Toilets	Cleaning & Disinfection	All objects and surfaces	B&E	Once in the morning before 9am
	Disinfection Only	All objects and surfaces	B&E	Once in the afternoon after 12pm
Classrooms/ Theatres	Cleaning & Disinfection	Desk and chair surfaces, Lectern etc.	B&E	Once per day in the morning.
	Disinfection Only	Whiteboard accessories	Teaching Staff	Before/After each use
	Disinfection Only	AV Equipment	Teaching Staff	Before/After each use
Laboratories	Cleaning & Disinfection	Dependant on lab type	B&E	Once per day in the morning
	Cleaning & Disinfection	Dependant on lab type	Laboratory Staff	Throughout the day
University Vehicles	Disinfection Only	Seats, steering wheels, levers etc.	Each user	Before/After each use
Offices & Office Equipment	Disinfection Only	Telephones, keyboards, desks, and other frequently touched objects	Office Users	At the end of each day
	Disinfection Only	Shared Printers/Photocopiers	Office Users	Before/after each use
	Disinfection Only	Water coolers	Office Users	Before/after each use
	Cleaning & Disinfection	General Cleaning (See note no. 4 Re Office cleaning - If your desk is not clear, the cleaners will not attempt to clean it)	B&E	One morning per week.
Public spaces (e.g., foyers/lobbies, lifts, corridors)	Cleaning and Disinfection	Floors, Surfaces, Touchpoints etc.	B&E	Once in the morning before 9am
	Disinfection Only	Touchpoints (Door handles, buttons, handrails etc.)	B&E	Once in the afternoon after 12pm
Pay & Display Machines	Disinfection Only	Wipe down of surfaces	APCOA	Min. twice per day (once in the morning before 11am and once in the afternoon after 2pm)
Vending Machines in public circulation areas and toilets	Disinfection Only	Wipe down of surfaces	B&E	Once per day in the morning