

Workstation cleaning instructions

A clean office promotes a healthy environment. You have a role in keeping your workstation clean.

During flu season especially, it's a good idea to clean your workstation regularly.

Follow these three easy steps regularly:

1. Use a disposable disinfectant cloth to wipe down hard surfaces.

These include:

- keyboard
- mouse
- phone
- desktop
- armrests on your chair
- cabinet door/drawers

2. Carefully dispose of the cloth immediately after use.

3. Wash your hands with soap and water or an alcohol-based hand sanitizer.



The City of Richmond stocks a variety of antibacterial supplies. If the necessary disinfectant cleaning supplies are not available in your work area, please speak with your supervisor.