


Transmission Risk Level



Average Time (min)

# ELEVATOR Cleaning

## DAILY – COVID-19

### 1. Preparation



Gather all **REQUIRED PRODUCTS** for cleaning and disinfecting



WASH OR SANITIZE hands



Apply **GLOVES**



When car arrives, take it out of service



Keep 2m from others while working

Shared and frequently touched items including surfaces labelled with (M) **MUST** be monitored and cleaned **MORE** than once per day

### 2. Remove Garbage and Large Debris



Place wet floor signs to **BLOCK ENTRANCE** to elevator doors



Pick up any garbage or debris on the floor

### 3. Spot Clean Any Gross Soils and High Dust



Heavily soiled areas (or spills) require cleaning prior to regular cleaning and disinfecting



High dust with damp clean cloth (as required)

### 4. Proper System for Cleaning/Disinfecting



Using a cloth and disinfectant or disinfectant wipe



Wipe inside control panel



Wipe any smudges on the inside walls



Wipe hand rails and any other hand contact points



Wipe outside push button

### 5. Floor Cleaning



Dry mop floor. **DO NOT** allow any dirt to fall into the elevator track



**DAMP** mop floor. **DO NOT** allow any liquid to fall into the elevator track

### 6. Completion of Elevator



Remove wet floor signs when floor is dry



Return elevator to operation



If required, move to the next elevator and repeat the steps

## Special Notes

1. Always clean/disinfect **LOW TOUCH** (least soiled) areas to **HIGH TOUCH** (most soiled) areas.
2. Always clean/disinfect from the **HIGHEST** surface to the **LOWEST** surface.
3. When in doubt, ask your supervisor.
4. If cleaning staff are not available for daily or frequent cleaning, area staff should be encouraged to perform basic cleaning of shared frequently touched surfaces.





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### Help Reduce Transmissions

1. Properly wash hands
2. Use proper products and dilution rates
3. Change hand cloths as required
4. Wear appropriate PPE
5. Clean touch points more than once per day

### Extra Precautions

1. Do not allow any dirt or liquid to be spread into the elevator track
2. Report any safety concerns to your supervisor
3. Avoid confrontations with elevator patrons while cleaning or placing the elevator on Service mode
4. Keep your warning signs in place until floor is completely dry

## HIGH TOUCH Areas



• Push buttons

• Control panel

• Hand rail

### When to WEAR Gloves

1. When cleaning area
2. Handling waste

### When NOT TO WEAR Gloves

1. In the hallway or traveling in elevator