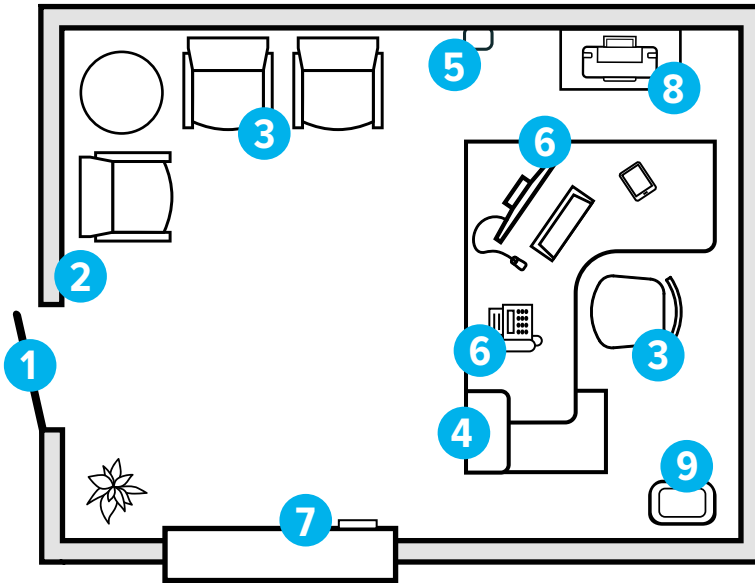











COMMON AREA (RECEPTION)

Building occupants count on you to keep common areas free of germs and bacteria that can make them sick. Keep *Everything Clean* by properly cleaning and disinfecting these commonly-touched surfaces.



Key Touchpoints for cleaning include:

- 1  Door handles
- 2  Light switches
- 3  Chairs
- 4  Desk
- 5  Dispenser (hand sanitizer)
- 6  Electronics (computer, phone, etc.)
- 7  Elevator buttons (if applicable)
- 8  Printers
- 9  Trash/recycling receptacles