



## Service Level Agreement And Packages

### CLEANING & SANITATION AND DISINFECTION SERVICE

# CLEANING & SANITATION SERVICE

## 1. Agreement Overview

This Agreement represents a Service Level Agreement (“SLA” or “Agreement”) between the Buyer and Sanitation Services provider. The purpose of this agreement is to facilitate implementation of Sanitation Measures at the Buyer’s premises. This Agreement outlines the scope of work, Buyer’s Obligations and Special Terms and Conditions of Services covered as they are mutually understood by the stakeholders.

## 2. Objective And Goals

The objective of this Agreement is to ensure that the proper elements and commitments are in place to provide consistent delivery of service to Buyer by Service Provider.

The goals of this Agreement are to:

1. Present a clear, concise and measurable description of service provision to the customer.
2. Ensure that both the parties understand the consequences in case of termination of services due to any of the stated reasons.



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nd Conditions for all the involved stakeholders.

4. To provide clear reference to service ownership, accountability, roles and/or responsibilities.

### 3. Service Scope

The scope includes requires the Service Provider to provide manpower and resources for the Buyer Department to maintain cleanliness and hygiene of the mentioned area. The buyer will have option to outsource sanitation service depending upon the area or event.

Here we are classifying the Areas into following parts:

No	Area Type
1	Indoor Area  (Like Cabins, Corridor, Halls, Medical Rooms, Service Rooms, Class Rooms, Staircase etc)
2	High Intensive Area  (Like Washrooms, Entrance Lobbies/Receptions etc)
3	Outdoor Area  (Like Lawns, Playground, Garages, Parking, Roads inside the campus etc)
 <b>Ask GeMmy</b> the Building	

5	Seating Area (Stadiums)
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### 3.1 Common Areas (Entrance Lobbies/ Reception/ Conference Hall)

1. Wiping of the glass doors on all the entrances.
  2. Cleaning the entire common area at a convenient time without hindering the occupants movement which includes Sweeping, Mopping, Scrubbing, buffing etc.
2. Periodical wiping of the entire side walls – Marble / Granite / Tiles/ Wooden Panels.
2. Periodical dusting or vacuuming and wiping of all fixtures and furniture in all the entrance lobbies
2. Keep the signage clean and visually clear.
2. Sweeping and smooth brushing of the lift floors – removal of all dirt etc. throughout the day.
  7. Dusting and Wiping of all the lift doors.
  7. Collection of all waste material and its disposal as per instructions of the Buyer Department.
  7. Cleaning of rugs and carpets on floors with vacuum cleaner
  7. Cleaning of water cooler tanks, Air conditioning grills and space underneath water coolers.



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7. Dusting and cleaning of fans, electrical fittings, windows, panes with glass cleaning chemicals/agents and cleaning of partitions and other furniture, paneling etc.

7. Cleaning of wall, ceiling for dust, cobwebs etc.

### 3.2 Staircase And Fire Staircase

1. Sweeping of all the staircases and common landings.

1. Removal of dust etc. from the skirting top.

1. Ensuring signage are clean and visually clear.

1. Cleaning of all the fire escape doors.

1. Cleaning of all the ceilings and walls for dust, cobwebs, etc.

1. Thoroughly wipe all door handles, latches, tower bolts, etc.

### 3.3 Pantry/Cafeteria

1. Cleaning of water cooler tanks and space underneath water coolers.

1. Check & clean water dispenser & vending machines.



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1. Cleaning of refrigerators, tea/coffee vending machines and furniture if any, in the pantry.

4. Cleaning of cobwebs, wax polishing of walls, floor areas etc.
5. Maintain hygiene in the pantry all times.

### 3.4 Basement/ Parking Area/ Service Areas

1. Removal of grease and dirt stains from the surfaces.
  2. Cleaning of machine rooms and other sensitive areas floors, walls and ceilings (in the presence of the operators in these areas). The machinery itself will not be touched by the cleaning staff since the operators will clean their own equipment cleaning of ceilings and walls so that cobwebs, stains etc. are taken care of.
2. Cleaning of the car parking area.
2. Cleaning of Substation, HVAC Plant Room, Pump Room, AHU Rooms, Ventilation Rooms and Other Service Rooms without affecting the Operation of the Equipment.

### 3.5 Restrooms

1. Sweeping and mopping of the floor and keeping the floor without stains throughout the day.
2. Mopping of all glazed tiles and keeping them clean.
3. Washing and mopping of floor areas with detergents.
4. Acid cleaning of sanitary wares without damaging their shine/lustre.



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urinals, closets and washbasins with mild soap solution / cleaning solutions.

6. Ensuring clean and visually clear mirror throughout the day by periodic cleaning using glass cleaner.

7. Replace toiletries such as fresheners, naphthalene balls, hand soap, tissue papers etc. as and when required.
8. Clean all toilet fixtures and fittings.
9. Urinals should have disinfectant naphthalene balls at all times.
10. Clearing of the dustbins in the toilets periodically.
11. Cleaning of walls, ceiling for dust, cobwebs etc.

### 3.6 Surroundings

1. Removal of all litter, mud, dust, etc within the periphery of the building as and when felt necessary during the day.
2. Taking necessary precautions to maintain the entrance to the building clean.
  3. Sweeping of all the roads, parking area and open area etc.

### 3.7 Exteriors Of Building

1. Clean the glass and other structures inside and outside with a suitable approved glass cleaner leaving no streaks behind.
2. Clean the metal frame – dust as well as use a mild wet mop so that no stains remain on its surface.
3. Extra care shall be taken of the joints between the glass and the frame so that no dust settles there.
4. Thorough cleaning and buffing so that surfaces are clean and visually clear.
5. Keeping the terrace clean of all litter.
6. Keeping all external signage clean.
  7. Cleaning of external wall & Surroundings

### 3.8 Seating Area Of Stadiums (Indoor/Outdoor)



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1. Clean the staircases and common landings.


2. REMOVAL OF DUST, stains etc. from the skirting top.

3. Ensuring signage are clean and visually clear.
4. Cleaning of all the fire escape doors.
5. Wiping and removal of dust, stains etc of all seats or sofas and under space of seats.
6. Cleaning of all the ceilings and walls for dust, beehives and cobwebs etc.
7. Thoroughly wipe all door handles, latches, tower bolts etc.

## 4. Terms And Conditions

### 4.1 Buyers Obligations

1. This Buyer Department shall provide a small room/space for supervisor & storage of materials etc. to the Service Provider free of cost during the period of contract. No name of agency shall be allowed on the room and nobody will be allowed to stay in the office unnecessarily after office hours without permission.
2. The Buyer Department shall provide sufficient running water or stored water for cleaning purposes.
3. The Buyer Department may provide all the consumables mentioned in the Appendix at their own cost .
4. If the consumable items are provided by the Service Provider the cost has to be included for the consumables by them.

SR. No	Items
1	Liquid soap in toilets/wash rooms
2	Naphthalene Balls
 <b>Ask GeMmy</b> Phenyl liquid 5 ltr	

4	Toilet cleaner
5	Glass cleaning agent
6	Tissue papers
7	Air Fresheners (75 gm pkts)
8	Air perfume
9	Acid (HCL)
10	Toilet paper rolls
11	Disposable bags for garbage collection (biodegradable)
12	Liquid soap General toilets
13	Urinal cubes




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14	Cleaning powder
15	Mosquito repellents
16	Glass Cleanser Spray

## 4.2 Service Providers Obligations

1. The Service Provider would submit a daily monitoring report to the Buyer Department.
2. A weekly log of the services rendered will be maintained and presented to the Buyer Department.
3. The Service Provider would submit a list of all employees along with full addresses for security to the Buyer Department at the time of contract. The employees deployed should be medically fit.
4. The Service Provider will have to deploy experienced and skilled workers for the job of housekeeping.
5. The service provider have to maintain compliant register at location decided by the concerned administrator.
6. The employees of the Service Provider should wear uniform along with a name tag and i-card. The Service Provider would provide the necessary equipment required for the mechanize service along with the equipment listed below at his own cost.

Floor Duster	3M Doodlebug	Floor Wiper	Telescopic Rod
 <b>Ask GeMmy</b>	Mop Wringer Trolley	Hard Gloves	Pressure Pump

Bamboo Brooms	Vacuum Cleaner	Soft Brooms	Safety Signage
Rubber Stamps	Hard Brooms	Feather Brush	Kentucky Mop
Toilet Brush	Barricade Tape & Stand	Hand Brush (Scrubber)	Gloves HB
Vacuum Pump	Glass Wiper	Carpet Brush	Safety Shoes
Buckets/Baskets	Dust Pans		

## 4.3 Special Terms And Conditions

1. The Service Provider shall abide by and comply with all the relevant laws and statutory requirements covered under various Labour Acts, Minimum Wages Act, Contract Labour (Registration & Abolition) Act 1970, EPF, ESI etc. with regard to the personnel engaged by him for providing support services. It will be the responsibility of the Service Provider to provide details of all manpower and resources deployed.
1. The Agreement shall commence w.e.f the date of effectiveness of the agreement unless it is curtailed or terminated by the authority owing to deficiency of service, sub-standard quality of manpower deployed, breach of contract etc. or change in requirements.
1. The Service Provider shall not engage any sub-Service Provider or transfer the contract to any other any manner.



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1. The quality assurance and control shall be ensured by the Service Provider in all respects.
1. The requisite supervisory staff shall be provided at all the site of work for effective supervision and quality assurance work.
1. The Service Provider shall take care of lifting, carrying and disposing dead birds, animals, rats and insects.
1. All materials to be used for cleaning and other consumables shall be in conformity with the specifications/brand/make of Government approved standards.
1. The Service Provider shall ensure that the person deployed are disciplined and shall enforce in prohibition of consumption of alcoholic drinks, paan, smoking, loitering and shall not engage in any immoral act.
1. Garbage collection drums should be placed at all suitable points. The drums should be provided with polythene bags, which may be removed so that garbage does not spill out or spoil the drums.
1. Under no circumstances the garbage collected would be kept inside complex and all the arrangements to be made by the agency for its disposal at a suitable place at his own cost as decided by concerned department.
1. The Service Provider shall have his own Establishment/Setup/Mechanism, etc. at his own cost to ensure correct and satisfactory performance of his liabilities and responsibilities under the contract.
1. The employees of the Service Provider should be present on duty as per the Buyer's department instruction.
1. The agency shall maintain sufficient stock of all items required for cleaning of the premise.
14. The Buyer Department shall have the right to inspect the cleaning site at any time and also to issue such direction to the organization as may be considered necessary. The organization shall ensure orders are complied forthwith.

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direction to the organization as may be considered necessary. The organization shall ensure orders are complied forthwith.

14. The Service Provider shall deploy a person to supervise the cleaning and maintenance services, who will report to the concerned Buyer Department on a daily basis.

14. The Service Provider shall ensure all consumables are within the expiry.

## 5. Penalty And Termination.

S NO.	Service level agreement	Penalties for non-compliance
1	Non completion of the cleanliness operation mentioned in the contract.	Penalize the Service Provider by 0.25% of the Monthly billed amount per incident up to maximum of 5% of monthly bill.
2	If the employee is found responsible for any theft, loss of material/ articles and damages	Immediate payment in actual/replacement, equivalent to the value of the article theft/lost/damaged as decided by the buyer depending on the gravity of the act. Also, the manpower responsible to be replaced.
3	Cumulative Penalty	Cumulative Penalty cannot exceed more than 10% of the total contract value.



**Ask GeMmy** cope and Guidelines

Over and above the Service Level Agreement (SLA) which is applicable for Cleaning & Sanitation Service, the following Guidelines issued by National Centre for Disease Control (NCDC) and Ministry of Health and Family Welfare (MoH&FW) will also constitute the SLA for Disinfection Service :

**a) NCDC Guidelines:**


Scope: This document aims to provide interim guidance about the environmental cleaning / decontamination in quarantine camp facilities (e.g. barracks, cubicles in rooms, offices, and toilets, etc.) where persons with potential exposure to COVID-19 have housed.

The causative agent involved in the current outbreaks of 2019-nCoV acute respiratory disease, the 2019-nCoV (genus: Betacoronavirus), belongs to the family of Coronaviridae, a large family of enveloped, positive-sense single-stranded RNA viruses. Coronaviruses are transmitted in most instances through large respiratory droplets and contact transmission, but other modes of transmission have also been proposed worldwide.

The time of survival and the conditions affecting the 2019-nCoV viability in the environment are currently unknown. According to studies assessing the environmental stability of other coronaviruses, the Severe Acute Respiratory Syndrome coronavirus (SARS-CoV) is estimated to survive several days in the environment and the Middle East Respiratory Syndrome-related coronavirus (MERS-CoV) more than 48 hours at an average room temperature (20°C) on different surfaces [1-3].

Environmental cleaning: Due to the potential survival of the virus in the environment for several days, the premises and areas potentially contaminated with the 2019-nCoV should be cleaned before their re-use, using products containing antimicrobial agents known to be effective against coronaviruses. Although there is lack of specific evidence for their effectiveness against 2019-nCoV virus, cleaning with water and household detergents and use of common disinfectant products should be sufficient for general precautionary cleaning. Tests carried out using SARS-CoV showed that sodium hypochlorite is effective.

These guidelines provide guidance for environmental cleaning in quarantine facilities housing people exposed/ potential exposure to COVID-19 and have been adapted based on the Hospital Infection Prevention and Control guidelines drafted by NCDC in collaboration with WHO and other stakeholders.

Area/Items	Item/Equipment	Process	Method/ Procedure
<b>Clinical Area</b>			
General clinical areas  Floors (clinical areas) –  <b>Ask GeMmy</b>	Dust mops Mop (No broom will be used for sweeping)	Sweeping Cleaning  Daily mopping	<ul style="list-style-type: none"> <li>Sweep with the dust mop or damp mop to remove surface dust. Sweep under the furniture and</li> </ul>

Detergent/ sanitizer-hot water, sodium hypochlorite(1%)

Three buckets (one with plain water and one with detergent solution;

one bucket for sodium hypochlorite(1%)

remove dust from corners. Gathered dust must be removed using a hearth brush and shovel.

- The sweep tool should be cleaned or replaced after use.
- Prepare cleaning solution using detergent with warm water
- Use the three-bucket technique for mopping the floor, one bucket with plain water and one with the detergent solution.
- First mop the area with the warm water and detergent solution.
- After mopping clean the mop in plain water and squeeze it.
- Repeat this procedure for the remaining area.
- Mop area again using sodium hypochlorite 1% after drying the area.
- In between mopping if solution or water is dirty change it frequently.
- Mop the floor starting at the far corner of the room and work towards the door.
- Clean articles between cleaning.

**Note:** Mopping should be done twice a day



Ceiling and Walls	Sweeping tool Duster  Bowl/ small bucket of soap solution Plain water	Damp dusting	<ul style="list-style-type: none"> <li>• Damp dusting with a long handled tool for the walls and ceiling done with very little moisture, just enough to collect the dust.</li> <li>• Damp dusting should be done in straight lines that overlap one another.</li> <li>• Change the mop head/cover when soiled.</li> </ul> <p><b>Note:</b> Should be done once a week or after examining a suspect case</p>
	Care of mop	Hot water Detergent Sodium hypochlorite 1%	<ul style="list-style-type: none"> <li>• Clean with hot water and detergent solution, disinfect it with sodium hypochlorite and keep for drying upside down.</li> </ul>

Doors and door knobs	Damp cloth or Sponge squeeze mop Detergent	Thorough washing	<ul style="list-style-type: none"> <li>• The doors are to be washed with a brush, using detergent and water once a week (on one defined day); gently apply cloth to soiled area, taking care not to remove paint, then wipe with warm water to remove excess cleaning agent.</li> <li>• Door knobs and other frequently touched surfaces should be cleaned daily.</li> </ul>
Isolation room	Detergent/ Sanitizer- warm water, sodium hypochlorite (1%)  Three buckets (one with plain water and one with detergent solution);  separate bucket for sodium hypochlorite (1%)	Terminal cleaning	<ul style="list-style-type: none"> <li>• Before cleaning an isolation room, liaise with infection control team for details of any special requirements. Staff will be instructed on specific cleaning procedures required with reference to</li> <li>• Safety uniform to be worn.</li> <li>• Chemicals or disinfectants to be used.</li> <li>• Also, if bed screen and shower screen are to be cleaned or changed, refer cleaning in isolation rooms.</li> </ul>



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<p>All clinical areas/ Laboratories/ Wherever spill care is required</p>	<p>Sodium hypochlorite (1%) Rag piece Absorbent paper Unsterile gloves Spill care kit Mop Hot water</p>	<p>Blood and body fluid spill care</p>	<ul style="list-style-type: none"> <li>• Wear non-sterile gloves.</li> <li>• For large spills, cover with absorbent paper/ rag piece</li> <li>• if any broken glass and sharps, using a pair of forceps and gloves, carefully retrieve. Use a large amount of folded absorbent paper to collect small glass splinters. Place the broken items into the puncture proof sharps container.</li> <li>• Cover the spill with sodium hypochlorite(1%)for 10-20 minutes contact time.</li> <li>• Clean up spill and discard into infectious waste bin, and mop area with soap and hot water.</li> <li>• Clean the mop and mop area with 1% sodium hypochlorite.</li> <li>• Wash mop with detergent and hot water and allow it to dry.</li> </ul>
<p>Stethoscope</p>	<p>Alcohol-based rub/Spirit swab</p>	<p>Cleaning</p>	<ul style="list-style-type: none"> <li>• Should be cleaned with detergent and water.</li> <li>• Should be wiped with alcohol based rub/spirit swab before each patient contact.</li> </ul>
<p>BP cuffs and covers</p>	<p>Detergent Hot water</p>	<p>Washing</p>	<ul style="list-style-type: none"> <li>• Cuffsshouldbewipedwithalcohol- based disinfectant and regular laundering is recommended for the cover.</li> </ul>
<p>Thermometer</p>	<p>Detergent and water Alcohol rub Individual thermometer holder</p>	<p>Cleaning</p>	<ul style="list-style-type: none"> <li>• Should be stored dry in individual holder.</li> <li>• Clean with detergent and tepid water and wipe with alcohol rub in between patient use.</li> <li>• Store in individual holder inverted.</li> <li>• Preferably one thermometer for each patient.</li> </ul>



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Injection and dressing trolley	Detergent and water  Duster Disinfectant (70% alcohol)	Cleaning	<ul style="list-style-type: none"> <li>To be cleaned daily with detergent and water.</li> <li>After each use should be wiped with disinfectant.</li> </ul>
Refrigerators	Detergent and water  Absorbent paper or clean cloth	Cleaning (weekly)	<ul style="list-style-type: none"> <li>Empty the fridge and store things appropriately.</li> <li>Defrost, decontaminate and clean with detergent.</li> <li>Dry it properly and replace the things.</li> <li>Weekly cleaning is recommended.</li> </ul>

Area/Items	Item/Equipment	Process	Method/ procedure
<b>Lodging area</b>			
General cleaning	Detergent and  warm water	Daily mopping  floors	<ul style="list-style-type: none"> <li>Scrub floors with hot water and detergent with using minimal water. (Do not pour the water.)</li> <li>Clean with plain water.</li> <li>Allow to dry</li> <li>Hypochlorite 1% mopping can be done.</li> </ul> <p><b>Note:</b> Recommend general cleaning procedure should be done twice a day</p>
	Mop		
	Two buckets Clean	Thorough	
	utility gloves	washing	
	Handmops		



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Lockers, tables, cupboard, wardrobes, benches, shelves and cots	Damp duster Warm water Detergent Dry duster	Damp dusting	<ul style="list-style-type: none"> <li>Damp dust with warm water and detergent.</li> </ul>
Railings	Detergent/ Sanitizer- hotwater, sodium hypochlorite 1%	Daily dusting	<ul style="list-style-type: none"> <li>Damp dust with warm water and detergent followed by disinfection with hypochlorite</li> </ul>
	Three small buckets/ or big bowls  One with plain water  One with detergent solution  One for sodium hypochlorite 1%		
Mirrors and	Warm water	Cleaning	<ul style="list-style-type: none"> <li>Using warm water and a small quantity of detergent and using a damp cloth, wipe over the mirror and surround, then using a dry lint-free cloth, buff the mirror and glass to a clean dry finish.</li> </ul>
Glass	Detergent water/  cleaning solution		
	Damp cloth Wiper		



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Sluice room Stainless steel/ Any other sink	Powder cleanser Detergent powder Wiper Cloth	Cleaning	<ul style="list-style-type: none"> <li>Sinks are to be cleaned with a powder cleanser.</li> <li>First wet the sink. Sprinkle a little powder cleanser and work around the surface with a cloth, include the plughole.</li> <li>Do not use the powder cleanser on dry sink.</li> <li>After removing spillage and any stains, flush away with running water. Wipe down the surface of the sink.</li> </ul>
Pantry furniture	Duster	Dusting	<ul style="list-style-type: none"> <li>Damp dust</li> </ul>
Telephone	Warm water detergent solution Duster	General cleaning	<ul style="list-style-type: none"> <li>Damp dust with warm water and detergent.</li> <li><b>Paying special attention to the ear and mouth piece and dry it properly.</b></li> </ul>
Desks	Damp cloth Furniture polish	Dusting	<ul style="list-style-type: none"> <li>Wipe top sides and draw handles with a damp cloth. Wooden desks should be cleaned with furniture polish and buffed to clear glows. Pen holder etc. to be cleaned and dusted.</li> </ul>

Chairs (Vinyl)	Warm water and detergent	Cleaning	<ul style="list-style-type: none"> <li>Wipe down with warm water and detergent. Remove any marks under arms and seat. Check for damage to stoppers, if stopper require replacement, report to maintenance department.</li> </ul>
Furniture and fittings	Warm water and detergent Rag piece	Dusting	<ul style="list-style-type: none"> <li>Using warm water and detergent, damp dust all furniture and fittings, including chairs, stools, beds, tables, cupboards, wardrobes, lockers, trolleys, benches, shelves and storage racks, waste/ bins, fire extinguishers, oxygen cylinders, televisions window sills and dry properly.</li> </ul>



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Bed tables, bedside lockers	Warm water and detergent  Wiper Duster	Cleaning	<ul style="list-style-type: none"> <li>Wipe down over bed table. Wipe top and underneath base and stand, using warm water and detergent. Dry on completion.</li> <li>Wipe down the bedside. Remove marks from fronts of draws and sides. Using warm water and detergent, wash the top to remove any sticky marks and dust.</li> </ul>
Light switches and over-bed lights	Damp cloth (never wet)  Detergent Warm water	Cleaning	<ul style="list-style-type: none"> <li>Light switches to be cleaned of dust, spots and finger marks. Clean with a damp cloth (never wet) and detergent.</li> <li>Over-bed lighting to be damp dusted. Clean with warm water and detergent.</li> </ul>
Curtains	Soft clothes Water  Mild soap solution	Cleaning	<ul style="list-style-type: none"> <li>Clean with water and soap for curtains</li> </ul>
White clothes	Sodium hypochlorite 1%  Tap water	Washing	<ul style="list-style-type: none"> <li>Should be washed under running water and soaked in 1% sodium hypochlorite for 20 minutes.</li> </ul> <p><b>Note:</b> PPE should be worn while washing soiled linen.</p>
Mattress and pillow covers (cloth)	Tap water	Washing	<ul style="list-style-type: none"> <li>Mattress and pillows should be covered with a reusable mattress cover.</li> <li>It should be changed for each patient and when soiled sent to the laundry according to schedule.</li> </ul>
Mattress/ Pillow with rexin cover	Sodium hypochlorite 1%	Terminal  Damp dusting and cleaning	<ul style="list-style-type: none"> <li>If with rexin cover, can be cleaned with 1% sodium hypochlorite before use for next patient</li> </ul>
Normal/ without rexin	Sunlight	Drying in sunlight	<ul style="list-style-type: none"> <li>If routine mattress, dry it in bright sunlight for 1-2 days before using for next patient</li> </ul>



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Water jars	Vim powder Soap and water	Cleaning	<ul style="list-style-type: none"> <li>Recommended boiled water for drinking</li> <li>Water jars should be scrubbed/ cleaned with soap and water and boiled water before filling with water.</li> </ul>
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Areas	Agents / Toilet cleaner	Procedure
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### Cleaning of toilets

Toilet pot/ commode	Sodium hypochlorite 1%/ Soap powder / long handle angular brush	<ul style="list-style-type: none"> <li>Inside of toilet pot/commode:</li> <li>Scrub with the recommended agents and the long handle angular brush.</li> <li>Outside: Clean with recommended agents; use a nylon scrubber.</li> </ul>
Lid/commode	Nylon scrubber and soap powder	<ul style="list-style-type: none"> <li>Wet and scrub with soap powder and the nylon scrubber inside and outside</li> </ul>
Toilet floor	Soap powder and scrubbing brush/ nylon broom	<ul style="list-style-type: none"> <li>Scrub floor with soap powder and the scrubbing brush</li> <li>Wash with water</li> <li>Use sodium hypochlorite 1% dilution</li> </ul>
Tap	Nylon scrubber and soap powder	<ul style="list-style-type: none"> <li>Wet and scrub with soap powder and the nylon scrubber.</li> </ul>
Outside sink	Soap powder and nylon scrubber	<ul style="list-style-type: none"> <li>Scrub with the nylon scrubber.</li> </ul>
Showers area / Taps and fittings	Warm water Detergent powder Nylon Scrubber	<ul style="list-style-type: none"> <li>Thoroughly scrub the floors/tiles with warm water and detergent</li> <li>Wipe over taps and fittings with a damp cloth and detergent.</li> <li>Care should be taken to clean the underside of taps and fittings.</li> <li>Taps should be dried after cleaning</li> </ul>



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Soap dispensers	Detergent and water	<ul style="list-style-type: none"> <li>• Daily dusting</li> <li>• Should be cleaned weekly with detergent and water and dried.</li> </ul>
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**Note:** Dry the floors with a separate drying mop.

#### References:

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2. Otter JA, Donskey C, Yezli S, Douthwaite S, Goldenberg SD, Weber DJ. Transmission of SARS and MERS coronaviruses and influenza virus in healthcare settings: the possible role of dry surface contamination. The Journal of hospital infection. 2016 Mar;92(3):235-50.
3. Lai MY, Cheng PK, Lim WW. Survival of severe acute respiratory syndrome coronavirus. Clinical infectious diseases : an official publication of the Infectious Diseases Society of America. 2005 Oct 1;41(7):e67-71.
4. Hulkower RL, Casanova LM, Rutala WA, Weber DJ, Sobsey MD. Inactivation of surrogate coronaviruses on hard surfaces by health care germicides. American journal of infection control. 2011;39(5):401-7.
5. National Guidelines For Infection Prevention And Control In Healthcare Facilities, Mohfw, Gol

#### **b) MoHFW Guidelines may be accessed from the below mentioned link:**

<https://www.mohfw.gov.in/pdf/Guidelinesondisinfectionofcommonpublicplacesincludingoffices.pdf>

