

# Deep Cleaning Protocols:

Trash & Recycling Receptacles  
Storage Closets  
Windows, Walls and Ceilings

A clean facility is important for the health and safety of occupants, visitors, and staff. Beyond routine cleaning and disinfection procedures, deep cleaning is needed periodically (monthly, quarterly, etc.) to help enhance a facility’s appearance as well as eliminate germs, mold, and other potentially harmful matter that can build up slowly over time. Deep cleaning includes taking a more intensive approach, focusing on larger tasks and spaces that may be difficult to get to weekly.

Beyond typical deep cleaning practices, consider the following tasks to enhance your facility’s commitment to cleaning for health. Since deep cleaning takes time, consider documenting how long each task takes to help with planning for this work in the future.

Be sure to use all cleaning and disinfecting products in accordance with manufacturer’s directions for use on the label.

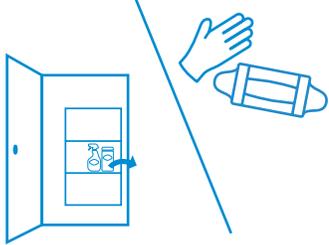
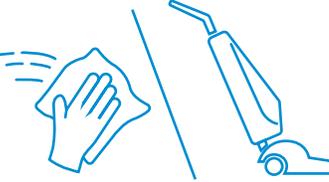
## TRASH & RECYCLING RECEPTACLES (Monthly)

**Why?** Trash and recycling receptacles are dirty and can be the source of odor and germs. Plastic surfaces like trash and recycling receptacles can harbor bacteria like MRSA and *E. coli* which have been shown to survive for as long as 300 days.<sup>1</sup> They can also invite pests and influence people’s perception of the overall facility.

Procedure	Description
	<p><b>Step 1: Prepare the Receptacles</b></p> <ul style="list-style-type: none"> <li>▶ Assess the task, gather all necessary supplies, and put on appropriate PPE.</li> <li>▶ Remove any trash, bags, or debris that may have accumulated at the bottom.</li> <li>▶ Be sure employees have been trained and are up to date on the <a href="#">OSHA Bloodborne Pathogens Standard</a>.</li> </ul>
	<p><b>Step 2: Rinse and Remove Debris</b></p> <ul style="list-style-type: none"> <li>▶ Rinse the receptacles with water to help loosen stuck debris.</li> <li>▶ Use a putty knife if needed.</li> </ul>
	<p><b>Step 3: Clean and Disinfect</b></p> <ul style="list-style-type: none"> <li>▶ Clean the interior and exterior of the receptacles, paying attention to corners and lips. Rinse with clean water.</li> <li>▶ Disinfect and deodorize using a ready-to-use broad-spectrum disinfectant. Rinse with clean water if necessary.</li> </ul>
	<p><b>Step 4: Return Receptacles and Supplies</b></p> <ul style="list-style-type: none"> <li>▶ Clean and return all used supplies or tools to their designated storage space.</li> <li>▶ Return all moved receptacles to where they belong.</li> </ul>

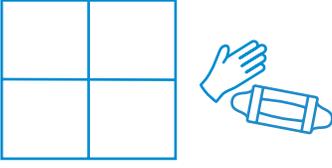
## SUPPLY CLOSET (Quarterly)

**Why?** A disorganized and poorly kept supply closet can lead to safety issues, cross-contamination risks, and lack of confidence that the cleaning staff have the necessary tools and equipment to do the job well. Although cleaning supply closets may be out-of-sight, they are front and center for cleaning staff and their appearance has been shown to be directly related to professionalism and service level.

Procedure	Description
	<p><b>Step 1: Prepare and Empty the Supply Closet</b></p> <ul style="list-style-type: none"><li>▶ Assess the task, gather all necessary supplies, and put on appropriate PPE.</li><li>▶ Remove all items from the closet.</li><li>▶ Properly discard any trash, damaged items, and expired products.</li></ul>
	<p><b>Step 2: Check Products, Tools, and Equipment</b></p> <ul style="list-style-type: none"><li>▶ Review all remaining items and denote their use and frequency.</li><li>▶ Move seldom-used and bulk items to another location in the facility where they can be accessed when needed.</li><li>▶ Ensure all products are properly labeled with names and relevant safety warnings.</li><li>▶ For more information on an effective hazard communication program and to ensure compliance, go to <a href="#">OSHA's Hazard Communication Standard (HCS)</a>.</li></ul>
	<p><b>Step 3: Dust Surfaces</b></p> <ul style="list-style-type: none"><li>▶ Starting from the ceiling and working your way down, remove dust and any cobwebs. Pay attention to any light fixtures, shelves, or vents where dust may have accumulated.</li><li>▶ Vacuum floors to remove dust that settled.</li></ul>
	<p><b>Step 4: Clean and Disinfect</b></p> <ul style="list-style-type: none"><li>▶ Clean and disinfect the closet thoroughly including walls, shelves, sinks, drains, and the floor.</li><li>▶ Start from the top and work down – following Cleaning for Health best practices.</li><li>▶ Use a ready-to-use all-purpose cleaner and broad-spectrum disinfectant.</li></ul>
	<p><b>Step 5: Restock and Organize Supplies</b></p> <ul style="list-style-type: none"><li>▶ Ensure you have enough room in the supply closet to safely store chemicals and tools.</li><li>▶ Restock supplies and keep products organized, taking care to place items in appropriate areas. If not done already, label shelves to help the closet stay organized over the long run.<ul style="list-style-type: none"><li>● Ensure liquids and heavy items are stored on lower shelves.</li><li>● Keep bleach and peroxide-based products separate from ammonia-based products.</li></ul></li><li>▶ Check local regulations in your area for specific storage requirements (e.g. products with high alcohol content may need to be stored separately).</li></ul>

## WINDOWS, WALLS & CEILINGS (Semi-Annually)

**Why?** Dirty or grimy walls and windows detract from an otherwise clean space. Dust, mold, cobwebs, and even germs can exist and put occupants at risk. Harmful viruses (Adenovirus) and bacteria (MRSA) have been shown to survive on glass surfaces for up to 3 weeks.<sup>1</sup>

Procedure	Description
	<p><b>Step 1: Prepare the Space</b></p> <ul style="list-style-type: none"><li>▶ Assess the task, gather all necessary supplies, and put on appropriate PPE.</li><li>▶ Arrange furniture to allow easy access to walls and windows and to provide the room needed to work. <i>ProTip: Take pictures of the space before moving items so they can be put back the way it was after you are done.</i></li><li>▶ Once a year remove artwork and décor from walls to help with discoloration and reduce the frequency of needing to repaint.</li></ul>
	<p><b>Step 2: Dust Surfaces</b></p> <ul style="list-style-type: none"><li>▶ Starting from the ceiling and working your way down the wall, remove dust and any cobwebs. Pay attention to any light fixtures, blinds, ceiling fans, or vents where dust may have accumulated.</li><li>▶ Loosen any soil or debris from window tracks. Vacuum the track and use a damp cloth to remove any remaining soil. Use a putty knife to deep clean all crevices and corners.</li><li>▶ Vacuum floors to remove dust that settled.</li></ul>
	<p><b>Step 3: Clean Walls, Blinds, and Windows</b></p> <ul style="list-style-type: none"><li>▶ Use a ready-to-use all-purpose cleaner to clean all walls and fixtures, removing soil or contamination that has accumulated. Follow this with a clean water rinse.</li><li>▶ Clean each blind slat starting from the top and working downward. For heavily soiled blinds, use a multi-purpose cleaner and a microfiber cloth.</li><li>▶ Vacuum drapes and curtains. Follow manufacturer directions for laundering.</li><li>▶ Use a window cleaner, squeegee, and microfiber cloth for all glass surfaces.</li></ul>
	<p><b>Step 4: Restore the Space</b></p> <ul style="list-style-type: none"><li>▶ Clean and return all used supplies or tools to their designated storage space.</li><li>▶ Reference pictures and move furniture and items back to where they belong.</li></ul>



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1. Wißmann, J. E., Kirchhoff, L., Brüggemann, Y., Todt, D., Steinmann, J., & Steinmann, E. (2021). Persistence of pathogens on inanimate surfaces: A narrative review. *Microorganisms*, 9(2), 343.