

## Disinfection of offices

# SOP for office Disinfection - Suggested chemicals

1. Clorox (Clorox make)



Clorox MSDS

6.5% Sodium Hypochlorite –  
Dilute to 1% solution in water

2. Rin Ala (Hindustan Unilever make)



Bleach\_MSDS.pdf

4% Sodium Hypochlorite –  
Dilute to 1% solution in water

3. Domex (Hindustan Unilever make)



Domex\_MSDS.pdf

2.5% Sodium Hypochlorite –  
Dilute to 1% solution in Water

## SOP for office Disinfection – Areas to be covered

### Following areas to be disinfected on DAILY basis

1. All workstations , Table top, desks, reception , cafeteria tables
2. Partitions, glass boards, white boards
3. Doors and metallic walls
4. All floors in office, washrooms, meeting rooms etc (Except carpet areas)
5. Canteen, dining, pantry platforms & tables
6. All frequently touch points like door handles, lift buttons, Railings – Every 2 hrs
7. Spray treatment in non accessible areas, utility areas – Twice a week with spray treatment

# SOP for office Disinfection – Areas to be covered

1. Manual process –
  - a. Mopping, physical cleaning of all the desks, touch point areas, floors, wash rooms etc.
  - b. This is done currently ~ 2 hrs frequency with disinfectants like 1% solution of sodium hypochlorite
  - c. Alternate products are Clorox, Domex and Rin Ala (with dilution to 1% solution)
  - d. This is currently done manually with appropriate PPE's
  - e. Spray treatment to be done twice a week for high footfall areas like reception/toilet etc



# SOP for office Disinfection – Areas to be covered

## 2. Spray process –

- a. This is carried out with mechanical sprays with disinfectants like Vetoquinol, Huwa san , Visosil and Virex II 256.
- b. This treatment is more comprehensive with will reach to all the corners/difficult to reach areas.
- c. Frequency of treatment is weekly once (on weekends)
- d. Same treatment will be done if we detect positive case in our location.



virex II 256



Virosil



Huwa San TR 50



Vetoquinol



**This treatment to be carried out only in case of COVID-19 positive case (either in our office or in multi-tenanted building)**

**Thank You**

# Touch points



Elevator Button



Taxi & Auto rickshaws



Public Transport Handrails



Door Bell Switches



Domestic Helper touching multiple surfaces at home



Shopping cart Handles & Bags



Car Door Handles



Public Counters



Public / Office Washrooms



Public park Swings, Slide etc



Public Door Knobs