Desk Area General Cleaning Procedure

Product Needed: Mr. Clean Professional Disinfecting Multi-Purpose Cleaner

Tools Needed:

- Bounty paper towels; clean, lint-free towels; or microfiber cloths.

Cleaning Frequency: As needed.

Preparation: Review MSDS, products labeling and caution statements. Choose appropriate safety equipment.

Special Directions for this Task: If sensitivity to cleaning solutions is a concern, wear disposable gloves.

Step 1:

- Remove all items and materials from desk areas, and close drawers and cabinets.
- Clean dry residue from all surfaces using clean paper towel, moist towel, or microfiber cloth.

Step 2:

- Spray all surfaces with Mr. Clean Professional Disinfecting Multi-Purpose Cleaner.
- Dry all surfaces with a clean dry towel or paper towel.

Step 3: Return all item and materials to desk areas.

Step 4:

- If used, remove and discard disposable gloves.
- Wash hands before returning to work.

Tip:

- To disinfect, surface must remain wet for **10 minutes**.

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