

Work Instruction: Touch Point Cleaning

Introduction:

CSCS Limited cleans, sanitises and disinfects a wide variety of buildings and equipment at Charles Sturt University.

Cleaning is the process of removing unwanted substances, such as dirt, infectious agents, and other impurities, from an object or environment. Cleaning occurs in various commercial, domestic, personal, and environmental contexts, which differ in scale and requirements.

Sanitising is a chemical process that lessens and even kills germs on surfaces to make them safe for contact.

Disinfecting requires a stronger solution to destroy germs rather than simply reduce them.

Scope:

This procedure provides recommendations for cleaning and sanitising touch points.

Common touch points include all frequently used:

- Internal and external entry and exit door handles, push points and areas adjacent to handles
- Handrails along walls, stairs and in bathrooms
- Fittings such as light switches, lift buttons and alarm systems
- Common cupboard handles, lockers, chairs, desktops, tables and counter tops
- Taps in Sinks and basins
- Paper/Liquid dispensers, hand dryers and flush buttons/chains
- Fridges, microwaves, toasters, jugs, urns, bubblers and water coolers
- Local Printers/copiers, phones, computers mice/keyboards and bins
- Remotes, audio visual equipment, white board markers and pointers

Purpose:

The purpose of this procedure is to provide CSCS Limited cleaning staff with a reference tool and guideline for sanitisation and disinfection to prevent the transmission of germs/bacteria/viruses.



Safety Guidelines:

Refer CSCS Online Induction Series

- Good hygiene measures and consistent use of appropriate personal protective equipment is recommended.

NB: Always assess each job for dangers and hazards. Never place yourself or others at risk. If unsure please contact Supervisor prior to commencing work.

Recommended Equipment:

- **PPE** (Personal protective equipment) - Safety Glasses and Disposable Nitrile Gloves

The purpose of personal protective equipment is to reduce the risk of direct contact with contaminated surfaces and harmful chemicals

- **CLOTHS** - Dark Blue Microfiber Cleaning cloths for general areas and Pink Microfiber or Red Microfiber Cleaning cloths for Bathroom areas.
- **CHEMICALS** – King Hit diluted 20-1 (CAN BE ATOMISED), Trifecta neat and Cleankill diluted 20-1 up to 40-1 (WARNING NOT ATOMISE TRIFECTA OR CLEANKILL) use bottle and flip top lid to pour onto cloth only.

Pictures>



Procedure

Process step 1.

Gather the items needed for cleaning and disinfection before entering the area and the process begins.

Process step 2.

Ensure surface is cleaned prior to disinfection. Clean if dirty.

Process step 3.

Following CSCS colour coding procedures move through the building, dampen cloth with recommended chemical and thoroughly wipe over each touch point surface.

As a guide frequently change cloths and gloves between buildings and commence touch point disinfection from the kitchen area using a fresh cloth.

Use King Hit or Trifecta 4 times per week, Swap out with Cleankill once a week.

Process step 4.

Coordinate Laundering and drying of cloths and wipe over equipment prior to neatly storing.

References:

CSCS Online Induction Series

[Home - Charles Sturt Campus Services - Charles Sturt University – Staff Resources](#)