

Cleaning Offices

- Sanitation wipes can be used to wipe down your desks, phones, computer, and misc. office items. When you wipe down the items, let everything air dry. At this time, we have limited availability.
- A spray bottle with cleaner for sanitizing is provided for office areas. This can be used instead of the wipes.
 - For sanitizing desk surfaces and anything non electronic, spray and let sit for a minute, then wipe down and remaining will air dry.
 - For sanitizing electronic surfaces, spray the cloth rag provided, wipe down the surface and let air dry.
- When you need any of these cleaning supplies, please ask the custodian in your building and they will get it for you.

Deep Cleaning Offices

- If there is any question on a COVID-19 situation in an office or a confirmed case, let your supervisor and Facilities Services know at 34872, 788-4872, or email bob.kozojed@mayvillestate.edu
- People working in the office area should leave and then Facilities Services will come into the office area to deep clean and disinfect. The office will then be available for normal operations the next working day.
- When we deep clean, we use a machine that takes our cleaner and electrically charges it. The product is sprayed over the entire office area. When the cleaner is electrically charged, it attaches to surfaces 360 degrees. In other words, it wraps around your computer screen, pens, phone, etc. This product air dries and the office is disinfected. This deep cleaning process is safe for all electronics.