



	Following suspected or confirmed case		Routine cleaning		
	Any item	Method	Frequently touched items	Infrequently touched items	Method
Detergent: & Disinfectant. ENVIRO.GIENE (TGA Registered Disinfectant) Alcohol Sanitiser: SHINE					
Alcohol-based hand sanitiser dispenser HY.GIENE HANDS 20611	Clean and disinfect as soon as you become aware	Detergent + Disinfectant	Clean at least daily	Clean weekly	Detergent
Bath ENVIRO.GIENE TGA Registered Disinfectant 20220	Clean and disinfect as soon as you become aware	Detergent + Disinfectant	Clean daily, or after each use if shared facilities	Clean at least daily	Detergent
Call bell/door bell SHINE 20546	Clean and disinfect as soon as you become aware	Detergent + Disinfectant	Clean at least daily	Clean weekly	Detergent
Carpet (Soft Floor) ENVIRO.GIENE 20220	Clean and disinfect as soon as you become aware	Carpet shampoo + Steam clean	Clean daily	Clean weekly	Vacuum with HEPA filter
			Clean annually	Clean annually	Shampoo or steam clean
Ceiling ENVIRO.GIENE 20220	Clean and disinfect as soon as you become aware	Detergent + Disinfectant	Spot clean daily & wash yearly, e.g. access hatches and surrounds	Spot clean weekly & wash every 3 years	Damp dust + Detergent
Chairs (non-upholstered) e.g. plastic chairs, wooden chairs, other non-padded chairs SHINE / ENVIRO.GIENE 20546 20220	Clean and disinfect as soon as you become aware	Detergent + Disinfectant	Clean at least daily	Clean weekly	Detergent
Chairs (upholstered) e.g. fabric padded chairs, sofas, office chairs SHINE / ENVIRO.GIENE 20546 20220	Clean and disinfect as soon as you become aware	Detergent + Steam clean	Clean at least daily	Clean weekly	Vacuum (HEPA) Damp dust + Detergent
Cleaning Equipment SHINE / ENVIRO.GIENE 20546 20220	Clean after use	Detergent + Disinfectant	Clean after use	Clean after use	Detergent
Clipboard / Folders SHINE 20546	Clean and disinfect as soon as you become aware	Detergent + Disinfectant	Clean after use	Clean weekly	Detergent
Computer, Keyboard, Mouse SHINE 20546	Clean and disinfect as soon as you become aware	Detergent + Disinfectant on wipeable cover, or isopropyl alcohol-based wipes/sprays	Clean at least daily or when visibly soiled, and between users if equipment is shared	Clean weekly or when visibly soiled	Consider adding a wipeable cover to the device/screen. Refer to manufacturer's recommendations Detergent
Curtains and Blinds ENVIRO.GIENE 20220	Clean and disinfect as soon as you become aware	Damp dust + Detergent	Clean weekly	Clean monthly	Refer to manufacturer's recommendations
		Steam clean curtains or blinds			Steam clean curtains or blinds in place or machine wash curtains according to manufacturer's recommendations
Door frames SHINE / ENVIRO.GIENE 20546 20220	Clean and disinfect as soon as you become aware	Detergent + Disinfectant	Clean at least daily	Clean weekly	Detergent
Door knob/handles SHINE / ENVIRO.GIENE 20546 20220	Clean and disinfect as soon as you become aware	Detergent + Disinfectant	Clean at least daily	Clean daily	Detergent
Drinking Fountains ENVIRO.GIENE 20220	Clean and disinfect as soon as you become aware	Detergent + Disinfectant	Clean at least daily	Clean daily	Detergent
Elevator buttons SHINE / ENVIRO.GIENE 20546 20220	Clean and disinfect as soon as you become aware	Detergent + Disinfectant	Clean at least daily	Clean weekly	Detergent
Floor (non-slip vinyl) ENVIRO.GIENE 20220	Clean as soon as you become aware	Detergent + Disinfectant	Damp mop daily	Damp mop daily	Detergent
Floor (polished concrete) ENVIRO.GIENE 20220	Clean and disinfect as soon as you become aware	Detergent + Disinfectant	Dust removal & clean daily	Dust removal & clean weekly	Detergent
Fridges SHINE / ENVIRO.GIENE 20546 20220	Clean and disinfect as soon as you become aware	Detergent + Disinfectant	Weekly, & defrost to clean as required	Monthly & defrost as required	Refer to manufacturer's recommendations
			Clean frequently touched surfaces on fridge (i.e. handles) at least daily	Daily spot check—clean when necessary	Detergent
Hand rails, stair rails SHINE / ENVIRO.GIENE 20546 20220	Clean and disinfect as soon as you become aware	Detergent + Disinfectant	Clean at least daily	Clean weekly	Detergent
Keys and locks and padlocks	Clean and disinfect as soon as you become aware	Detergent + Disinfectant	Clean daily	Clean weekly	Detergent
Kitchen appliances (toasters, kettles, sandwich presses, jaffle makers, ovens) SHINE / ENVIRO.GIENE 20546 20220	Clean and disinfect as soon as you become aware	Detergent + Disinfectant	Clean at least daily	Clean weekly	Refer to manufacturer's recommendations Isopropyl alcohol-based wipes/sprays Detergent

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Light and Power point Switches SHINE / ENVIRO.GIENE 20546 20220	Clean and disinfect as soon as you become aware	Detergent + Disinfectant Damp dust	Clean at least daily	Clean weekly	Damp dust + Detergent
Lights/lighting SHINE / ENVIRO.GIENE 20546 20220	Clean and disinfect as soon as you become aware	Detergent + Disinfectant	Clean daily	Clean weekly	Refer to manufacturer's recommendations Detergent
Microwave SHINE / ENVIRO.GIENE 20546 20220	Clean and disinfect as soon as you become aware	Detergent. Disinfectant on outside surfaces only.	Clean frequently touched points on microwave at least daily	Clean daily	Refer to manufacturer's recommendations Detergent
Push/pull doors (with and without a push plate) SHINE / ENVIRO.GIENE 20546 20220	Clean and disinfect as soon as you become aware	Detergent + Disinfectant	Clean at least daily	Clean weekly	Detergent + Disinfectant
Remote controls SHINE / ENVIRO.GIENE 20546 20220	Clean and disinfect as soon as you become aware	Detergent + Disinfectant	Clean at least daily	Clean weekly	Detergent
Shelves (and items on shelves) ENVIRO.GIENE 20220	Clean and disinfect as soon as you become aware	Detergent + Disinfectant	Clean weekly	Clean weekly	Detergent
Shower ENVIRO.GIENE 20220	Clean and disinfect as soon as you become aware	Detergent + Disinfectant	Clean daily or after each use if shared facilities	Clean weekly	Detergent + Disinfectant
Sink (hand washing & kitchen) ENVIRO.GIENE 20220	Clean and disinfect as soon as you become aware	Detergent Disinfectant on areas around sink only, not in sink	Clean at least daily	Clean daily	Detergent
Tables/desks SHINE / ENVIRO.GIENE 20546 20220	Clean and disinfect as soon as you become aware	Detergent + Disinfectant	Clean at least daily	Clean weekly	Detergent
Telephone SHINE / ENVIRO.GIENE 20546 20220	Clean and disinfect as soon as you become aware	Detergent + Disinfectant Damp dust	Clean at least daily & more regularly if shared by multiple users	Clean weekly	Detergent
Toilet ENVIRO.GIENE 20220	Clean and disinfect as soon as you become aware	Detergent + Disinfectant	Clean at least daily	Clean weekly	Detergent + disinfectant
Toilet doors and locks SHINE / ENVIRO.GIENE 20546 20220	Clean and disinfect as soon as you become aware	Detergent + Disinfectant	Clean at least daily	Clean weekly	Detergent + Disinfectant
TV SHINE 20546	Clean and disinfect as soon as you become aware	Detergent + Disinfectant Damp dust	Clean weekly	Clean weekly	Refer to manufacturer's recommendations Damp dust + Detergent
Vending Machines SHINE 20546	Clean and disinfect as soon as you become aware	Detergent + Disinfectant Damp dust	Clean frequently touched points on machine at least daily	Clean weekly	Refer to manufacturer's recommendations Damp dust + detergent or Isopropyl alcohol-based wipes/sprays
Walls ENVIRO.GIENE 20220	Clean and disinfect as soon as you become aware	Detergent + Disinfectant	Spot clean touched walls daily & full clean yearly	Spot clean weekly & full clean yearly	Damp dust + Detergent
Windows SHINE 20546	Clean and disinfect as soon as you become aware	Detergent + Disinfectant	Spot clean touched windows daily	Clean weekly	Detergent
Window frames (sliding seryery window types) ENVIRO.GIENE 20220	Clean and disinfect as soon as you become aware	Detergent + Disinfectant	Clean at least daily	Clean weekly	Detergent
RETAIL					
Cash registers SHINE 20546	Clean and disinfect as soon as you become aware	Detergent + Disinfectant Isopropyl alcohol-based wipes/sprays	Clean after each shift	Clean weekly	Detergent + Isopropyl alcohol-based wipes/sprays
EFTPOS machines SHINE 20546	Clean and disinfect as soon as you become aware	Isopropyl alcohol-based wipes/sprays	Clean after each use (if practicable)	Clean weekly	Isopropyl alcohol-based wipes/sprays
Hand-held cash register scanners SHINE 20546	Clean and disinfect as soon as you become aware	Isopropyl alcohol-based wipes/sprays	Clean after each use (if practicable)	Clean weekly	Isopropyl alcohol-based wipes/sprays
Trolleys & Hand-held baskets SHINE / ENVIRO.GIENE 20546 20220	Clean and disinfect as soon as you become aware	Detergent + Disinfectant	Clean after each use	Clean after each use	Detergent

9A- Cleaning Matrix
 Reference: Safe Work Australia – “How to clean and disinfect your workplace”.
www.safeworkaustralia.gov.au/doc/how-clean-and-disinfect-your-workplace-covid-19