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**WEBINAR**

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## Office hygiene and infection control audit

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**D**aily office cleaning tasks involves a checklist for your reception, bathrooms or restrooms, and kitchen or pantry areas. It includes basic vacuum cleaning, moping, and dusting to maintain a clean office.

1. Office and reception area:
2. Empty garbage bins and replace garbage bags
3. Vacuum covers and tangles.
4. Sweep or vacuum hard floor surfaces.
5. Dust furniture and office equipment, including work areas, seats, tables and computers.
6. Disinfect level surfaces with a soaked cloth.
7. Mop the hard floors with disinfectant cleaners.
8. Clean light changes and ways to eject fingerprints and different impressions.
9. Clean the glass windows and the entrances inside.
10. Clean surfaces and dividers.
11. Bathrooms or restrooms:
12. Refill paper towels, toilet paper and hand soap.
13. Disinfect toilets and urinals.
14. Clean mirrors, windows and glass.
15. Disinfect bathroom surfaces, including entry handles, and towel or hand dryer accessories
16. Clean the divisions and eject the watermarks.
17. Mop tiles and flooring.

### Biography

Virendra Rawat is the originator of Global Green Schooling Concept, recognized by United Nations as Global Solution, which is listed on UN Global Innovation Exchange. His Green Schooling concept is creating a community of Nature Champions Worldwide. He has addressed the Harvard University and United Nations on Sustainable Practices in Education. He is also recipient of UNGA Award - 2019 for his contribution towards promoting UN SDG No. 4. He also hosted first national Conference on Hygiene and Infection Control with association of City University of New York. He is the author of Diploma on Hygiene and Infection Control in India. He has trained more than 500 Certified Hygiene and Infection Control Auditors in India.