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Germiest spaces in your office

98% of workers are affected by minor illnesses every year. Want to cut that number? Start by knowing where to find germs and how to get rid of them.



1

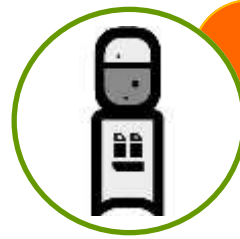
Office Phone

According to University of Arizona research, your office phone gets coated with bacteria from your mouth and hands, harboring about 25,000 germs per square inch. Yikes!



Clean It Up!

- Wash your hands with **soap** and water to prevent the spread of germs.
- Wipe down the receiver and keypad daily with a **sanitizing wipe**.



6

Water Cooler

The spout rarely gets disinfected and you often see people filling their already used water bottles or cups with it, sometimes touching the spout directly.



Clean It Up!

- Disinfect the spouts once a week by soaking them in a diluted **bleach** solution.



2

Keyboard and Mouse

Both are an unavoidable part of each work day and are constantly touched. Unfortunately, they're rarely cleaned. That equals germs.



Clean It Up!

- Use **electronics cleaning wipes or spray** to keep things clean.
- Try a **washable keyboard**. They're fully submersible in water for cleaning!



7

Shared Pens

You might want to think twice about letting a co-worker use your pen. On average, surface germs lurk for up to 72 hours.



Clean It Up!

- Disinfecting individual pens is probably asking too much. Keep germs in check by washing hands with **soap** and water or using **hand sanitizer**.



3

Desktop

Most of us don't wipe down our desktop before and after eating lunch or a snack, yet food particles can be a breeding ground. And if you place your purse or briefcase on top your desk, you've just added to the petri dish.



Clean It Up!

- Clean your desk with **disinfecting wipes or spray** at least once a week.
- Eat in the breakroom instead of at your desk.



8

Common Areas

Conference room armrests, doorknobs, light switches, and railings, are touched by many hands and cleaned only occasionally, if that.



Clean It Up!

- Once again—clean hands equal cleaner surfaces. Wash with **soap** or use **hand sanitizer**.
- Ask your cleaning crew to clean often touched surfaces daily using an **antibacterial cleaner**.



4

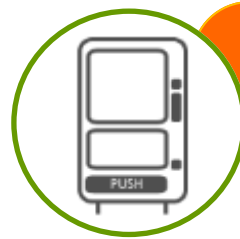
Fax and Copier Machines

Everyone touches them, but when's the last time you saw someone clean them?



Clean It Up!

- Put **hand sanitizer** in commons areas. Its use will help prevent the spread of germs.
- Make sure that cleaning these items is a part of your regular routine.



9

Vending Machines

Fingers, money, and food - a great combination for harboring potential pathogens. Neither the vendor filling it nor the cleaning crew wipe down this germiest beast.



Clean It Up!

- Put **hand sanitizer** in the breakroom and encourage coworkers to use it.
- Clean the machine with a **disinfecting cleaner** as part of your regular routine.



5

Communal Breakroom Items

The communal coffee pot, refrigerator, and microwave are all laden with illness-causing germs.



Clean It Up!

- Wash items like the coffee pot regularly with **dish soap**.
- Wipe down surfaces with **disinfecting wipes** or **antibacterial kitchen spray**.



10

Elevator Buttons

There's a reason you see people using their elbow to press their floor.



Clean It Up!

- You know the drill by now. Clean and clean. Keep hands clean and clean surfaces regularly.