

Smithsonian Deep Cleaning and Sanitizing Tasks During Closure

During the time the Smithsonian is closed, we will take the opportunity to perform deep cleaning at each location. Below are the areas where staff will perform deep cleaning and sanitizing. In addition, each location will create a list of items that require thorough cleaning, provided to staff, as a guideline for the task ahead. Supervisors will inspect during and after cleaning is complete. The goal is to start cleaning from the first-floor public spaces and then move to the staffing areas. The deep cleaning will include cleaning of all approved surfaces. All approved surfaces will be thoroughly cleaned using an approved disinfectant. Gallery spaces were selected as the area to begin deep cleaning because gallery spaces are where large groups of people gather at a given time.

Staff will not work in groups. Each staff will have an individual location to work in. Staff will be provided with specifications on the cleaning tasks that they are to perform and the proper cleaning instructions and methods to be use. Staff are to wear proper PPE and follow all safety policies and procedures.

Deep Cleaning: A thorough wipe down of all surfaces from top to bottom; leaving no touchable surfaces not cleaned and sanitized. The approved disinfectant must be used when performing this task.

Items and Areas to Deep Cleaning and Sanitize

Public Space Deep Cleaning Items

- Seating (Chairs/Benches etc.)
- Tables
- Doors
- Front Desk
- Ledges
- Hand Railings
- Trash Cans
- Recycle Cans
- Theaters
- Planetariums
- Windowsills
- High Cleaning
- Special Cleaning Task (Outlined by Exhibits)
- Elevators
- Escalators
- OPS Front Desk
- Steam Cleaning
- Entrance Grates
- Vents
- Stairs/Steps
- Companion Rooms
- Interior Window Glass
- Telephones
- Light Switches
- Gum Removal

Office Space Deep Cleaning Items

- Seating (Chairs/Benches etc.)
- Tables
- Doors
- Desk
- Ledges
- Hand Railings
- Trash Cans
- Recycle Cans
- Windowsills
- Planetariums
- Special Cleaning Task (Outlined by Exhibits)
- Staffing Stairwells
- Filing rooms
- Mother Rooms
- Conference Room (Not occupied)
- Cubical Spaces (Not occupied)
- Private Office (Not occupied)
- Doors
- Interior Window Glass
- Light Switches
- Desk Lamp.
- Ceiling vents
- Window heater (Make it is not hot)
- High Cleaning
- Computers & Printers

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Exterior Space Deep Cleaning Items

- Seating
- Doors
- Hand Railings
- Trash Cans
- Recycle Cans
- Steam Cleaning sidewalks
- Entrance Grates
- Stairs/Steps
- Scrubbing exterior pavers and walkways

Restroom Space Deep Cleaning Items

- Doors
- Hand Railings
- Trash Cans
- Windowsills
- High Cleaning
- Steam Cleaning
- Vents
- Light Switches
- Partitions
- Commodes and Flush Valves
- Urinal and Flush Valves
- Sinks
- All Restroom fixtures
- Partitions
- Counters
- Under Sink Piping
- Walls Surfaces

Special Projects Space Deep Cleaning Items

- Terraces/Patio
- Shampooing carpeted flooring
- Strip and wax Hard Surfaces floor
- Museum Shops Floors (coordinate with the spaces owners)
- Museum Shop Warehouse Floors (coordinate with the spaces owners)
- Exhibit Shops (coordinate with the spaces owners) (coordinate with the spaces owners)
- Loading dock cleaning
- Steam Cleaning Trash cans
- Trash Rooms
- Day Care

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General Cleaning Guidelines

Entries

- Thoroughly sanitize and scrub floors
- Thoroughly sanitize and mop floors
- Thoroughly sanitize wall surfaces
- Thoroughly sanitize the entire entrance door surfaces

Breakrooms and Kitchenette

- Thoroughly sanitize microwaves, refrigerators, and dish washers
- Dust top of high surfaces including fridge, microwave/range hood, and cabinets surfaces (only)
- Thoroughly sanitize wipe surfaces of drawers and shelves
- Thoroughly sanitize countertops
- Thoroughly sanitize all tables surfaces and entrance
- Thoroughly sanitize wipe wall surfaces

Restrooms Rooms

- Thoroughly wipe down the mirror
- Thoroughly sanitize and clean showers
- Thoroughly sanitize and clean showerhead
- Replace worn and torn shower curtain liner
- Thoroughly sanitize and scrub tile grout
- Thoroughly sanitize and clean commode/toilets interior and exterior
- Thoroughly sanitize and clean hardware
- Thoroughly sweep floors
- Thoroughly sanitize mop floors
- Thoroughly sanitize and wash walls
- Thoroughly sanitize and wipe down baseboards
- Dust all wall and ceiling vents
- Dust/polish furniture

Office Spaces

- Thoroughly vacuum carpet floors Recycle unneeded paperwork
- Thoroughly dust and polish furniture
- Thoroughly sanitize dust bookshelf
- Sanitize keyboard and mouse
- Vacuum fabric sofa and chairs
- Dust blinds

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- Dust curtain rods
- Thoroughly sanitize and clean windowsills
- Thoroughly sanitize and wash windows
- Clean or vacuum curtains as needed
- Clean ceiling fans (If in the room)
- Dust and clean lamp shades and other surfaces
- Dust electronics (computers, printers etc.)
- Thoroughly sanitize remote controls
- Thoroughly sanitize and mop (hard surface flooring)

Staff are not responsible for cleaning personal rugs.