



**Everyday Essentials You Need**  
Janitorial & Sanitation | Packaging | Safety | Tools

## Your Guide For What's Next



### Restore

Harden your facilities to meet new standards and protocols



### Return

Create a workplace that is safe for both employees and customers



### Rebound

Reclaim your business and your customers

Businesses around the world are adapting to new practices to include reinforcing health and safety measures for all employees and social distancing configurations for office spaces.

We have taken a close look at cost efficient solutions to establish a better and healthier status for your facility or workplace. This Restore, Return, and Recovery Guide will provide you with what you need to re-open a shutdown facility, a dormant facility, and a step-by-step process for maintaining a safe and germ-free environment for every space in your business.

**Make Us Your Rebound Partner.**  
**Everyday Essentials You Need**

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# JANITORIAL BEST PRACTICES



## Janitorial Best Practices

Most facilities have enough supplies for a 2-4 week period. With the proposed increase in cleaning and sanitation practices, the recommended stock supply should be at least three months. We've prepared a checklist for you to figure out what supplies you need.

In the likely event that masks remain in high demand, a scarf or cotton fabric may be used as an alternative choice for protection. Washable face masks should be cleaned after each use, and used face masks should be discarded after use.

- Always wear disposable gloves when cleaning
- Wash down areas with soap and water before applying disinfectant
- Comply to disinfectant instructions
- Do NOT mix bleach with other cleansers

## JANITORIAL CHECKLIST

- Buckets/Mop Heads/Floor Signs
- Floor Cleaning Chemicals
- Disinfectant Cleaning Chemicals
- Cleaning Wipes
- Cloth Rags & Wipes
- Buckets/Mop Heads/Floor Signs
- Sweeping - Push & Lobby Brooms
- Squeegees & Washers
- Trash Containers with Lids & Dollies
- Floor Scrubbers
- Antimicrobial Shelving
- Steel Step Ladders
- HEPA Air Purifier

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# HELPFUL HINTS

Recommendations for a cleaner environment



## MAINTENANCE & CLOSETS

Keep sufficient supplies for 3 months.

- Disinfectants
- Concentrate for dispenser systems
- Area specific kits

## FLOOR CARE & SANITIZING

Use the right equipment for facility surfaces:

- Floor scrubbers for daily cleaning
- Carpet extractors for soft surfaces
- Steam cleaners for hard to access areas
- Choose the appropriate chemicals



## COLOR CODED CLEANING

Use standard color coding to avoid cross contamination.

- Red/white for high risk areas like restrooms
- Yellow for general cleaning areas
- Green for food service areas
- Blue for lower risk common areas

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# BATHROOMS



## Bathroom Best Practices

You already have the basics for your employee or visitor restrooms, but that will need to change to accommodate new sanitary restrictions. There are many ways you can bring your restroom into a touchless or more hygienic environment.

- Introduce touchless hand dryers, faucets, and flush valves to reduce contact with common bathroom apparatus
- Motion-activated paper towel holders and soap dispensers
- Install multiple drying stations to eliminate crowding around key areas
- Stainless steel urinal screens can help promote safe distancing
- Posted cleaning schedule

The more seamless and touchless the washroom routine, the easier it will be for employees to move through it quickly and safely.

## BATHROOM CHECKLIST

- Toilet and Urinal Sensor Flush Valves
- Sensor Faucets
- Touchless Soap Dispensers
- Motion Activated Paper Roll Dispenser
- Hands Free Door Opener
- Hand Sanitizer Dispensers

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# HELPFUL HINTS

Healthier bathroom experiences start here



## TOUCHLESS

- Automatic flush valves
- Sensor faucets
- Automatic soap dispenser
- Hand dryers

## ACCESS

Create access in bathrooms to reduce touchpoints.

- Arm and foot style door openers
- Hand sanitizer outside bathroom exit
- Signage for awareness



## CLEANING SCHEDULES

- Post cleaning schedule with time stamps
- Steam cleaning & misting disinfectants
- Odor control systems

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# BREAKROOMS



## Everyone Needs A Break

Breakrooms are often temporary sanctuaries for your employees - so how can we maintain these areas with social distancing in place?

- Identify frequently touched surfaces like refrigerators, microwaves, coffee, and vending machines
- Remove or re-space tables or chairs for social distancing
- Prominent social distancing signage
- Single station carts are ideal for appliances and prep stations to space out areas prone to traffic congestion
- Mobile hand washing units
- Hand washing reminder signs for all employees
- Door stoppers to keep doors propped open

### BREAKROOM CHECKLIST

- Door Stoppers
- Sealed Plastic Storage bags
- Touchless Soap Dispensers
- Motion Activated Paper Roll Dispenser
- Hands Free Waste Disposal Bins
- Hand Sanitizer Station
- Single Station Carts & Prep Areas
- Mobile Hand Washing Stations

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# HELPFUL HINTS

*Keep it clean and space it out*



## SOCIAL DISTANCING

Reminders to keep your distance.

- Floor signs
- Microwave stations
- Limit the number of employees/visitors in the breakroom at the same time

## THE WATER COOLER

Don't congregate, keep your distance.

- Floor signs
- Daily cleaning
- Regular system flushes



## EMPLOYEE EVENTS

Events need to be planned differently.

- Portable wash stations
- More separation
- Use outdoor space when possible
- Deep cleaning before and after
- Sneeze guards

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# Essential products for your business

## RESTORE

Harden your facilities to meet new standards and protocols



## RETURN

Create a workplace that is safe for both employees and customers

## REBOUND

Reclaim your business and your customers

### Yesterday

-  High Touch
-  Show Your Face
-  Togetherness
-  Work At Work
-  Open Floor Plans
-  Common Areas Built For Function
-  Wash Hands
-  Facilities Cleaned Once A Day
-  In Person Meetings

### Today

-  Touch Free
-  Protect Your Face
-  Social Distancing
-  Work At Home
-  Separated Floor Plans
-  Common Areas Built For Safety
-  Sanitize Hands
-  Facilities Cleaned Many Times A Day
-  Virtual Meetings

### Essential Products

-  Touch Free Faucet
-  Automatic Paper Towel Dispenser
-  Automatic Flush Valves
-  Personal Protective Equipment
-  Face Shield
-  Face Protection
-  Partitions, Crowd Control
-  Crowd Control, Stanchions
-  Safety Cones
-  Designated Areas
-  Home Office Furniture
-  Waste Baskets
-  Office Supplies, Pens, Paper
-  High Partitions, Crowd Control
-  Plexi-Glass Panels, Raw Materials
-  Mobile Whiteboards
-  General Signage
-  Crowd Control, Stanchions
-  Floor Signs
-  Wall Signs
-  Sanitary Door Opener
-  Touchless Hand Sanitizing Stations
-  Touchless Hand Dryers
-  Additional Sanitation Equipment, Such As Carts, Brooms, Mops, Non Slip Signs
-  Retrofit Conference Rooms For Virtual Meetings
-  Office Furniture

# LOBBIES & COMMON AREAS



## Gathering Safely

Your lobby or reception area is the first impression a visitor will have of your company. Not only should they be kept clean and neat, but it's important to set occupancy limits.

- Is it aligned with new distancing and safety regulations?
- Crowd control stanchions or roping can be used in areas that cannot be easily regulated – such as waiting rooms or reception areas
- Designated markings or signage should be prominently placed
- Partitions can be used to create separate areas, and clear plastic barriers can protect receptionists and visitors
- Guest and visitor sign-in should be moved to a separate area away from the receptionist
- Hallways and staircases need safety signs
- Compact or mobile furniture is ideal for creating the right spacing

## LOBBIES, RECEPTION, AND COMMON AREA CHECKLIST

- Indoor Steel Garbage Cans
- Hands-Free Garbage Cans
- Facial Tissue
- Cleanroom Mats
- Touchless Soap Dispensers
- Hand Sanitizer Station
- Anti-microbial Reception Chairs
- Wall & Plexi-Glass Partitions
- Mobile or Compact Furniture
- Barriers & Cones
- Welcome Mats

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# HELPFUL HINTS

*There's nothing more important than your health*



## HAND SANITATION STATIONS

Use at entry and exit points of the high traffic areas of your facility.

- Entrance doorway
- Exits
- Breakroom
- Bathrooms
- Conference Rooms

## MEETING ROOMS

Employees will continue to hold meetings with vendors, customers, and associates.

- Reduce physical attendance by 50%
- Use video conferencing
- Choose larger rooms than needed
- Set regular cleaning schedule



## WHITEBOARDS

Can be used to force social distancing

- Clean before and after each use/meeting
- Place between areas/people to ensure safe social distancing
- Keep hand sanitizer close at hand

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# OUTDOOR & GROUNDS



## Outdoor Areas

Large gatherings are a thing of the past now, so take a look at your outdoor areas for employees.

- **Make sure tables and benches are placed for social distancing**
- **Does this equipment have thermoplastic coating?**
- **Outdoor signage listing social distancing protocols**
- **Use barriers and dividers, or consider temporary relocation of items that do not allow for social distancing.**
- **Mobile hand washing units can be placed throughout the grounds as well.**

### OUTDOOR AREA CHECKLIST

- Portable Bike Racks
- Traffic & Parking Barriers
- Traffic Cones & Road Signs
- Enclosed Trash Receptacles
- Hands-Free Waste Disposal Bins
- Mobile Hand Washing Sinks
- Barriers & Partitions
- Safety Signs

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# HELPFUL HINTS

*Keeping the great outdoors great*



## OUTDOOR TOOLS/EQUIPMENT

Use these to keep your outdoor areas safe and clean.

- **Use sprayers to sanitize large outdoor areas and tools**
- **Pressure washers for deep cleaning**
- **Shared tools should be wiped clean after each use**

## WINTER & SUMMER VERSATILITY

Choose tools that can be used for multi-season applications.

- **Salt/fertilizer spreaders**
- **Heavy duty hoses and hose reels**
- **Pressure washers**
- **Heavy duty brooms**



## STORAGE

Select outdoor storage that will survive the elements.

- **Plastic storage sheds**
- **Hazmat storage buildings**
- **Sealed lid storage bins/boxes**
- **Specialty finishes and metals that resist rusting and corrosion**

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# SUPPLY CLOSETS & STORAGE



## Storage Rooms/Tool Cribs

Although storage rooms may appear static in exhibition, they necessitate dynamic traffic flow.

- Organize and label tools and equipment
- Add a sign-out sheet or designate an employee to keep track of what is being used and by whom
- Stock a three month supply of gloves, face masks, and safety eyewear
- Post a routine cleaning schedule so it's visible to employees

### STORAGE CHECKLIST

- Nexel NexGard Wire Shelving
- Security Trucks
- Lockable Storage Units
- Steel Step Ladders
- Storage Containers
- Stainless Steel Carts
- Stainless Steel Storage Cabinets

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## HELPFUL HINTS

*Organize your supplies across your business*



### TOOL CRIBS

Stay well organized for easier cleaning.

- Workbench with hard surfaces that allow cleaning
- Hand and stack bins for easy visibility
- Storage cabinets w/see-through doors
- Anti fatigue mats for employee comfort

### PARTS STORAGE

Many options exist to store MRO needs.

- Bins and containers for parts
- Flammable cabinets for cleaners and chemicals
- Oily rag disposal for safety
- Shelving to stay organized



### THE RIGHT TYPE OF STORAGE

Choose the right storage for the environment.

- Wire shelving for ease of access and visibility
- Pallet racks for heavy items
- Closed shelving for dust control
- Locked cabinets for security

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# WAREHOUSE & LOADING DOCKS



## Warehouse Personnel

Warehouse and loading dock personnel must remain vigilant in their practice to ensure sending and receiving loads are transported safely, efficiently, and securely. Protect personnel by establishing safe parameters and borders to keep workers at safe distances without inhibiting daily operations.

- Provide personal protective equipment
- Place hand sanitizer stations, safety signs, and social distancing reminders at entrances and exits
- Post a cleaning schedule with times coordinated at off working hours
- Stock a supply of emergency lighting

## WAREHOUSE CHECKLIST

- Stainless Steel Mobile Scissor Lifts
- Stainless Steel Post Lift Tables
- Steel Step Ladders
- Rolling Steel Ladders
- Mobile Computer Stations
- Stainless Steel & Aluminum Picker Carts
- Electric Pallet Truck
- Portable & Flexible Conveyor

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# HELPFUL HINTS

*Keeping it operational*



## PRODUCT MOVEMENT

Move product around efficiently with effective social distancing.

- Electric pallet jacks move products with fewer employees
- Conveyor systems allow for easy movement and fewer employees
- Plastic service carts for effective zone picking and extended distancing

## SIGNAGE & SAFETY

Additional signs for distancing and safety.

- Forklift spotter lights and signs
- Marking tape
- Floor signs
- Guard rails
- Machine guards



## LOADING DOCK

Be safe on the dock.

- Dock lights and fans for truck access
- Dock plates to bridge the gap
- Leather palm gloves
- Heat stress protection products

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