

125 Broad Street Enhanced Cleaning and Disinfection Policy

SCOPE: This policy applies to all areas under the control of the building management, including common elevator banks on tenant floors.

RESTROOM CLEANING:

- Police all restrooms twice daily (1x morning and 1x afternoon). Policing includes, but not limited to, mopping; restocking of soap, feminine and paper products; polishing of mirrors and bright work; and disinfecting of faucets, counters, all dispensers, door handles, light switches, and all other high touch surfaces.
- Sweep and wash all core lavatory and rest room floors nightly, using properly approved disinfectants. Wash and polish all mirrors, powder shelves, bright work, and enameled surfaces in all restrooms nightly. Machine scrub restroom floors with proper disinfectants once a week.
- Scour, wash and disinfect all basins, bowls and urinals throughout all restrooms nightly; odorless disinfectants to be used.
- Wash and disinfect all toilet seats both sides nightly.
- Hand dust and clean, washing where necessary, all partitions (including tops), tile walls, dispensers and receptacles in all restrooms nightly.
- Empty paper towel receptacles and sanitary disposal receptacles in restrooms nightly to keep waste receptacles clean and odor free. Repair dispensers as needed.
- Thoroughly wash all wall tile and stall surfaces of restrooms nightly.
- Hand dust all lights and grills once each month. Wash toilet lighting fixtures as often as necessary but not less than twice per year.
- Fill soap dispensers, toilet paper dispensers and paper towel dispensers nightly as required and report any broken or damaged dispensers to Property Management immediately. Fill sanitary napkin dispensers in all restrooms nightly.

BREAKROOMS, ALL COMMON ACTIVITY SPACES, AND SHARED KITCHENS CLEANING:

- Police all common activity spaces, breakrooms, and kitchens twice daily (1x morning and 1x afternoon). Policing includes, but not limited to, mopping; restocking of soap and paper products; polishing of bright work; and disinfecting of all high touch surfaces.
- Sweep and wash floors nightly, using properly approved disinfectants. Machine scrub common activity spaces, breakrooms, and kitchens floor with proper disinfectants once a week.
- Wash and disinfect all countertops, tables, chairs, refrigerator handles, cabinet knobs, rubbish bins, bright work, and enameled surfaces nightly.
- Scour, wash and disinfect all sink basins nightly.
- Hand dust and clean, washing where necessary, all cabinets and walls.
- Empty waste receptacles nightly to maintain clean and odor free receptacles.
- Hand dust all lights and grills once each month. Wash lighting fixture lenses as often as necessary but

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not less than twice per year.

- Fill dispensers nightly as required and report any broken or damaged dispensers to Property Management immediately.

DISINFECTION GUIDELINES:

- CDC guidelines and manufacturer instructions are followed for safe and effective disinfectant use
- Disinfectant use is limited to those listed on EPA List N that contain any of the following safer active ingredient:
 - Hydrogen peroxide
 - Ethyl alcohol/ethanol
 - Citric acid
 - L-lactic acid
 - Caprylic acid
 - Thymol
- When chemical disinfectants with the active ingredients listed above are not available, a disinfectant listed on EPA List N is selected.
- Use of chemical disinfectants is limited to those that are not premixed with either peracetic acid or quaternary ammonium compounds.

<https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2-covid-19>

INVENTORY:

- All of the following cleaning supplies are stocked:
 - Gloves
 - Paper towels
 - Multipurpose cleaning wipes or spray
 - Soap
 - Disinfecting wipes or spray
 - Trash bags

PROVISIONS

- All of the following is provided for all cleaning, maintenance, and engineering staff:
 - Medical-grade masks
 - Reusable gloves
 - Eye protection

CLEANING LOGS

Cleaning logs are kept that:

- document cleaning and disinfection activity in all required areas
- outline a method for collecting feedback from building occupants.

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AUDITING

Monthly auditing is completed using the following method:

- regular site inspections

CONFIRMED OR SUSPECTED CASE

The following steps are implemented after an occupant who is confirmed or suspected to be infected by a virus where no therapeutic or vaccine is currently available has left a space:

- closing of the area(s) used by the infected individual(s)
- waiting 24 hours before starting deep clean
- deep cleaning the space by disinfecting high-touch surfaces*, as per EPA guidelines above, and cleaning all area(s)
- opening of outside doors and windows and ensuring use of adequate ventilation, prior to reoccupancy.