Conference Room Cleaning Instructions:

1. Return furniture setup to original layout.

2. Use spray disinfectant to clean all surfaces in the room.

• Spray thoroughly.

• Let surface remain wet for 5 minutes.

• Wipe dry with paper towels.

3. Log date and time of cleaning.

4. Wash your hands with soap for 20 seconds.

If supplies are low, complete a facilities request at inside.augsburg.edu/facilities.

COVID-19 Measures

Augsburg University

Inside.augsburg.edu/outbreak-planning