Effective Ways to Reduce Germs on High-Touch Surfaces in Your Office

Every day, office workers touch dozens of shared surfaces: door handles, light switches, elevator buttons, break room counters, and keypads. Each contact leaves behind invisible microorganisms that can linger for hours or even days. Over time, the buildup of bacteria and viruses on these high-touch surfaces can increase the risk of illness spreading through the workplace. For businesses in Arkansas, maintaining a clean environment is not just about appearances - it is about protecting employees, visitors, and operations. Here is a practical approach to reducing germs where people touch most often.

Step 1: Identify the High-Touch Hotspots

Before any cleaning routine can be effective, you need to know exactly which surfaces people touch most frequently. A quick walk through the office with a notepad can reveal surprising hotspots. Common examples include door handles and push plates, light switches, restroom faucets and toilet flush levers, kitchen appliance handles, break room tables and chairs, shared phone receivers, and the touchscreens or mice on communal computers. Do not forget less obvious spots like the corner of a desk where people rest their coffee or the edge of a filing cabinet drawer. Once you have a clear list, you can prioritize these surfaces for more frequent attention.

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Step 2: Choose the Right Cleaning Method and Product

Not every surface can be treated the same way. Some materials - like plastic touchscreens or stainless steel - require specific cleaning agents to avoid damage. For general hard, non-porous surfaces, a disinfectant that is registered with the EPA for use against bacteria and viruses works well. Look for products that specify a dwell time, meaning the surface must stay wet for a certain number of seconds or minutes for the disinfectant to work. Many people rush this step, wiping a surface dry immediately. That defeats the purpose. Follow the label instructions carefully. For electronics, use a wipe or spray that is safe for screens and does not leave residue. Microfiber cloths can help trap particles, but they need to be laundered or replaced regularly so they do not simply transfer germs from one surface to another.

Step 3: Establish a High-Touch Cleaning Frequency

Once a day is rarely enough for the most-used surfaces. In a busy office, a light switch in a common hallway might be touched dozens of times between morning and lunch. Setting a

schedule that addresses peak use times can make a real difference. Consider a mid-morning wipe-down of break room counters and a mid-afternoon pass on restroom fixtures and door handles. Many offices find that a midday clean, separate from the nightly deep cleaning, helps maintain a lower germ load throughout the day. The goal is to reduce the time a germ has to move from a surface to a person. The more frequently a surface is cleaned, the shorter that window becomes.

View the location on Google Maps

Step 4: Use the Right Technique

How you clean matters as much as what you use. For spray disinfectants, apply enough product so the surface remains visibly wet for the required dwell time. For wipes, use one wipe per surface and discard it after a reasonable area - do not reuse a wipe on multiple surfaces. When wiping, use a consistent direction and overlap your strokes. Avoid back-and-forth motions that can redeposit dirt. Pay special attention to corners, crevices, and the undersides of handles where grime hides. It is also worth noting that cleaning and disinfecting are two different steps: cleaning removes soil and some germs, while disinfecting kills the remaining germs on a clean surface. For high-touch areas, doing both in sequence is best.

Step 5: Support Good Hand Hygiene

Cleaning surfaces only goes so far if people bring new germs to them immediately. Hand sanitizer stations placed near entrances, break rooms, and restrooms can reduce the number of germs on hands before they touch shared surfaces. Encourage employees to wash hands with soap and water for at least twenty seconds, especially after using the restroom or before eating. Signs near sinks and break room doors can serve as a gentle reminder. The combination of clean surfaces and clean hands creates a much stronger barrier against illness.

Step 6: Work With Professionals for a Deeper Clean

Daytime spot-cleaning is valuable, but it is not a substitute for a thorough, systematic cleaning after hours. A professional commercial janitorial service can reach areas that get missed during quick daytime wipes - baseboards, under desks, light switch plates, and the tops of door frames. They also have access to commercial-grade equipment and products that are more effective than what is available at a retail store. For example, electrostatic sprayers can apply disinfectant evenly to complex surfaces like keyboards and phone handsets, and microfiber systems designed for high-touch areas can reduce cross-contamination between rooms. A reliable nightly cleaning program ensures that every high-touch surface is disinfected on a regular schedule, not just when someone remembers.

What to Watch Out For

Even with a solid plan, a few pitfalls can undermine the effort. One common issue is using too much product, which leaves a sticky residue that can attract dust and actually make surfaces harder to clean later. Another is neglecting to clean the tools themselves. If the cloth or mop head is not changed or laundered regularly, it can become a vector for spreading germs. Also, be mindful of product compatibility: some disinfectants can discolor or dull certain plastics, metals, or painted surfaces over time. Testing a new product on a small, hidden area is a good precaution.

Bringing It All Together

Reducing germs on frequently touched surfaces does not require a complete overhaul of your cleaning routine. It starts with a clear map of what gets touched most, a thoughtful choice of cleaning methods and products, a schedule that matches usage patterns, and a team that uses the right techniques. When you combine these steps with good hand hygiene and a professional nightly cleaning service, you create an environment where employees feel safer and illness has a harder time spreading. For businesses in Arkansas, a dependable partner like Arkansas Building Services can handle the nightly disinfection of high-touch surfaces, giving you peace of mind that the job is done right.

Arkansas Building Services, located at 5301 Warden Rd #I, 1, North Little Rock, AR 72116, USA, can be reached at +1 501-812-6900. Arkansas Building Services provides commercial janitorial cleaning dependable nightly cleaning business focused, helping offices stay clean and safe for everyone who walks through the door.