

HOW TO...

# CLEAN UP YOUR ACT

A REAL CLEAN DESK POLICY

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Spring will soon be in the air, which means it's the perfect moment to launch a Spring Cleaning offensive in the office for your customers. This is what they need to know:

What better place to start the Big Spring Clean than the workstation? **Fact:** a tidy, hygienic desk leads to both greater efficiency and productivity within the workplace. Isn't it surprising how people are prepared to put up with dirty, untidy surroundings at work? Would they tolerate these standards in the home? Does anyone ever stop to think about the consequences of sharing workstation and telecommunication equipment?

Recently released figures provide us with some alarming facts. Desks can be 400 times filthier than a lavatory seat. This is because the latter tends to be cleaned on a regular basis, whereas desks and ITC equipment do not. Be sure to use the correct cleaning products. Polishes or waxes simply seal in the germs, while dusters tend to leave more dust than they remove! But here's the good news: by using disinfecting wipes, bacteria levels drop by a staggering 99%.

Cleaning up the office costs very little compared to money lost through sickness and poor productivity. It takes no time at all and leads to an enjoyable day, knowing that hygiene levels in the office match those at home.



**At AF we have introduced the six-step plan to de-clutter the workstation and enjoy a bug-free day:**

- 1.** Only keep on your desk items that you use on a daily basis, put everything else away.
- 2.** Clean tea and coffee rings, dust, and grime from your work surfaces with specialist cleaning products.
- 3.** Once your desk is tidy, germ-free and gleaming, continue to work smart, and make cleaning become part of your daily hygiene routine at work.
- 4.** While waiting for your PC to boot up in the mornings, give both your screen and phone the once over with dedicated screen phone cleaning products.
- 5.** Eating over the keyboard is guaranteed to create a hot spot for germs – blast crumbs and other keyboard debris away with spraydusters.
- 6.** Spillage? No problem, simply wipe away with products such as AF's super absorbent Safe cloths. ■

## TOP SELLING TIPS

**>> 1. THINK LINK: WHEN YOU'RE SELLING ICT EQUIPMENT AND OTHER OFFICE PRODUCTS, WHY NOT INCREASE THE VALUE OF THE SALE BY SUGGESTING THE APPROPRIATE CLEANING PRODUCT TO GO WITH IT?**

**>> 2. EDUCATE THE CUSTOMER. CLEANING OFFICE EQUIPMENT SHOULD BECOME AS MUCH A PART OF EVERYDAY HYGIENE AS BRUSHING YOUR TEETH!**

**>> 3. YOU CAN FIND INFORMATION, FACTS AND STATS ON THE AF WEBSITE: [WWW.AF-NET.COM](http://WWW.AF-NET.COM)**