

# 5 tips to create your organised office

The office is the busy nerve centre or HQ of the school. It's where those somewhat less glamorous essentials live. We understand you need to run an organised, efficient ship! We've got you. Here are 5 tips to help with ordering.

## 1. Disposable gloves are your friend

Some people wouldn't believe how many times you reach for disposable gloves in your school setting! From Sick Bay to cleaning, to canteen duty, these 'handy' supplies are essential in so many settings. Make sure you get a variety of sizes for all the hands-on happiness you need.

## 2. A slick sick bay is easy

It needs a few key items to create a safe, comfortable, private observation room for students who need medical assistance. For a well-furnished Sick Bay, think privacy screen, a simple set of steps to reach the bed or examination table, a first aid kit and all the essentials to restock it as necessary, a good lamp, a hot/cold pack, pillow and sheets.

## 3. Hygiene is all-important

More, now than ever, hygiene is front and centre in most schools' protocol. Hand sanitiser has become the product of the decade it seems, right? Teaching healthy hygiene with hand soap, hand towels and tissues keeps your school community as safe as possible.

## 4. Disinfectant is about protection!

A school's surfaces take a lot of traffic, day to day, week to week. Protecting your surfaces and therefore protecting your school community is an essential part of a school's janitorial repertoire.

## 5. Toilet paper should be soft AND strong

We're calling it. Toilet paper matters. When you are stocking up on toilet paper for your school, think softness and strength. You get it. Enough said, right?

**We know which 'unsung heroes' keep a school running beautifully!  
For a well-stocked set of Sick Bay essentials and janitorial supplies,  
MTA Back to School has you covered.**

