CLEANING AND DISINFECTION CHECKLIST (W/ VISIBILITY SETTINGS)



Checklist for cleaning and disinfection activities in the workplace (w/ visibility settings).

* Your Name		* Date / Time
FACILITY DETAILS		
Location		Facility Name
Facility Notes		Date & Time Completed
From the CDC - Cleaning refers to the remove Cleaning alone does not kill germs - but by re		including germs, from surfaces. ecreases their number and therefore any risk of spreading infection.
From the CDC - Disinfecting works by using of This process does not necessarily clean dirty reduces any risk of spreading infection.	hemicals to kill germs c surfaces or remove ger	n surfaces. ms - but killing germs remaining on a surface after cleaning further
Yes = Compliant/completed No = Did not complete N/A = Not applicable		
AREA TYPE		
* Area Type	C Kitahan ay Dysalı	
Offices Restrooms Meeting & Warehouse & Shop Area	Kitchen or Break Room Additional Areas (lobbies, elevators, stairwells, hallways, exteriors)	
This section only applies if Area Type is Office		
OFFICES - CLEAN & D		
Open desk surfaces		
Yes (1/1) No (0/1)	□ N/A	
This question only applies if Open desk surfa		

Comments			
This question only	applies if Area Type is	Offices	
	(tabletops, file cabinet)
Yes (1/1)	○ No (0/1)), partitions, ranniture ∩ N/A	,
165 (1/1/			
This question only Comments	applies if All hard sur	faces (tabletops, file c	abinets, partitions, furniture) is
Comments			
This auestion only	applies if Area Type is	Offices	
	monitor and telephor		
Yes (1/1)	No (0/1)	□ N/A	
	applies if Keyboard, n	nouse, monitor and te	lephone is No
Comments			
This question only	applies if Area Type is	Offices	
Desk chair, arm re	ests and chair controls		
Yes (1/1)	No (0/1)	☐ N/A	
This question only Comments	applies if Desk chair,	arm rests and chair co	ontrols is No
Comments			
This question only Lights & desk lam	applies if Area Type is	Offices	
_	ρs	∩ N/A	
Yes (1/1)	NO (0/1)	Ŭ N/A	
This question only	applies if Lights & des	sk lamps is No	
Comments			
This augstion only	applies if Area Type is	Offices	
Light switches	applies II Alea Type IS	Onices	
Yes (1/1)	☐ No (0/1)	∩ N/A	
This question only	applies if Light switch	es is No	
Comments			

		∩ N/A	
his auestion only	applies if Doorknobs	& handles is No	
Comments			
	applies if Area Type is	Offices	
All hard surface flo	-	C N/A	
Yes (1/1)	○ No (0/1)	□ N/A	
This question only	applies if All hard sur	face flooring is No	
Comments			
This section onlv a	applies if Area Type is I	Restrooms	
		N & DISINF	E
			_ `
Toilets and urinals		G 1/4	
Yes (1/1)	○ No (0/1)	□ N/A	
This question only	annlies if Thilets and I	urinals is No	
This question only Comments	applies if Toilets and t	urinals is No	
	applies if Toilets and u	urinals is No	
	applies if Toilets and u	urinals is No	
Comments	applies if Toilets and u		
Comments	applies if Area Type is		
Comments This question only	applies if Area Type is		
Comments This question only Toilet seats and ha	applies if Area Type is	Restrooms	
Comments This question only Toilet seats and ha	applies if Area Type is andles \(\text{No (0/1)}	Restrooms	
Comments This question only Toilet seats and ha	applies if Area Type is	Restrooms	
Comments This question only Toilet seats and ha	applies if Area Type is andles \(\text{No (0/1)}	Restrooms	
Comments This question only Toilet seats and ha	applies if Area Type is andles \(\text{No (0/1)}	Restrooms	
Comments This question only Toilet seats and ha	applies if Area Type is andles No (0/1) applies if Toilet seats	N/A and handles is No	
Comments This question only Toilet seats and harmonic Yes (1/1) This question only Comments	applies if Area Type is andles No (0/1) applies if Toilet seats applies if Area Type is	N/A and handles is No	
Comments This question only Toilet seats and had Yes (1/1) This question only Comments This question only Sinks, faucets & fa	applies if Area Type is andles No (0/1) applies if Toilet seats applies if Area Type is aucet handles	Restrooms N/A and handles is No	
Comments This question only Toilet seats and harmonic Yes (1/1) This question only Comments	applies if Area Type is andles No (0/1) applies if Toilet seats applies if Area Type is	N/A and handles is No	
Comments This question only Toilet seats and had Yes (1/1) This question only Comments This question only Sinks, faucets & fa	applies if Area Type is andles No (0/1) applies if Toilet seats applies if Area Type is aucet handles	Restrooms N/A and handles is No	
Comments This question only Toilet seats and has Yes (1/1) This question only Comments This question only Sinks, faucets &	applies if Area Type is andles No (0/1) applies if Toilet seats applies if Area Type is aucet handles No (0/1)	Restrooms N/A and handles is No	

This question only	applies if Area Type is	Restrooms	
Countertops			
Yes (1/1)	No (0/1)	☐ N/A	
This question only	applies if Countertops	s is No	
Comments			
	applies if Area Type is	Offices	
Light switches			
Yes (1/1)	No (0/1)	☐ N/A	
This question only	applies if Light switch	es is No	
Comments			
1			
	applies if Area Type is	Restrooms	
Doorknobs & hand		_	
Yes (1/1)	○ No (0/1)	☐ N/A	
	applies if Doorknobs	& handles is No	
Comments			
This auestion only	applies if Area Type is	Restrooms	
Soap dispensers	арриез и жией туре із	Restrooms	
Yes (1/1)	∩ No (0/1)	∩ N/A	
\(\begin{align*} \text{I ies (1/1)} align*	NO (0/1)	U N/A	
This quarties and	applies if Cara discar	acoro io No	
Comments	applies if Soap disper	ISEIS IS IVO	
Comments			
This question only	applies if Area Type is	Restrooms	
Paper towel disper			
☐ Yes (1/1)	∩ No (0/1)	∩ N/A	
.53 (2,1)	(3/1/	· · · · ·	
This question and	applies if December 1	dianana is at-	
Comments	applies if Paper towel	uisperisers is No	
Comments			
This question only	applies if Area Type is	Restrooms	
question only			

Toilet paper disper	nsers		
Yes (1/1)	No (0/1)	☐ N/A	
This question only	applies if Toilet paper	dispansars is No	
Comments	applies II Tollet papel	uisperisers is No	
This auestion only	applies if Area Type is	s Restrooms	
Trash cans	applies II Area Type Is	, reservoiris	
Yes (1/1)	No (0/1)	☐ N/A	
	applies if Trash cans	s No	
Comments			
	applies if Area Type is		
	wall & floor cabinets,		
Yes (1/1)	○ No (0/1)	□ N/A	
This auestion only	annlies if All hard sur	faces (wall & floor ca	abinets, shelves, furniture) is No
Comments	applies II All Hard Sur	races (wan & noor ea	biliets, shelves, ranneare) is no
This question only	applies if Area Type is	. Pestrooms	
Stall doors and wa		NESTI VOITIS	
☐ Yes (1/1)		∩ N/A	
O			
	applies if Stall doors	and walls is No	
Comments			
This question only	applies if Area Type is	s Restrooms	
All hard surface flo	ooring		
Yes (1/1)	No (0/1)	☐ N/A	
	applies if All hard sur	face flooring is No	
Comments			

This section only applies if Area Type is Kitchen or Break Room

KITCHEN OR BREAK ROOM - CLEAN & DISINFECT

Yes (1/1)	No (0/1)	N/A	
This question only	applies if All hard surfa	aces (tabletops, fu	rniture, appliances) is No
Comments			
	applies if Area Type is n rests, seats, seatbac		Room
Yes (1/1)	□ No (0/1)	□ N/A	
This question only of Comments	applies if All chairs (le	gs, arm rests, seat	s, seatbacks) is No
Comments			
	applies if Area Type is	Kitchen or Break F	Room
Sinks, faucets & fa			
Yes (1/1)	No (0/1)	□ N/A	
This question only of Comments	applies if Sinks, faucet	ts & faucet handle:	s is No
Comments			
	applies if Area Type is	Restrooms	
Countertops	O No (0/1)	C N/A	
Yes (1/1)	○ No (0/1)	□ N/A	
This acception only	and is a if Countarion	in No	
Comments	applies if Countertops	IS IVO	
This question only a	applies if Area Type is	Kitchen or Break F	Room
Yes (1/1)	○ No (0/1)	□ N/A	
_			
This question only	applies if Light switche	es is No	
Comments			
This question only	applies if Area Type is	Kitchen or Break F	Room

Yes (1/1)	No (0/1)	□ N/A	
	applies if Doorknobs	x handles is No	
Comments			
This question only	applies if Area Type is	Kitchen or Break Roc	om
Soap dispensers			
Yes (1/1)	No (0/1)	□ N/A	
This question only	applies if Soap dispen	sers is No	
Comments			
<i>This question only</i> Paper towel dispe	applies if Area Type is	Kitchen or Break Roc	om
Yes (1/1)	No (0/1)	□ N/A	
	applies if Paper towel	dispensers is No	
	applies if Paper towel	dispensers is No	
Comments			om
Comments This question only	applies if Area Type is		om
Comments This question only	applies if Area Type is		om
Comments This question only Silverware storage Yes (1/1)	applies if Area Type is e & dispensers \(\int \text{No (0/1)}	Kitchen or Break Roc	
Comments This question only Silverware storage Yes (1/1) This question only	applies if Area Type is e & dispensers	Kitchen or Break Roc	
Comments This question only Silverware storage Yes (1/1) This question only	applies if Area Type is e & dispensers \(\int \text{No (0/1)}	Kitchen or Break Roc	
Comments This question only Silverware storage Yes (1/1) This question only Comments	applies if Area Type is e & dispensers \(\int \text{No (0/1)}	Kitchen or Break Roo N/A torage & dispensers	is No
Comments This question only Silverware storage Yes (1/1) This question only Comments	applies if Area Type is e & dispensers No (0/1) applies if Silverware s	Kitchen or Break Roo N/A torage & dispensers	is No
Comments This question only Silverware storage Yes (1/1) This question only Comments This question only Trash cans Yes (1/1)	applies if Area Type is e & dispensers No (0/1) applies if Silverware s applies if Area Type is	Kitchen or Break Roo N/A torage & dispensers of the Kitchen or Break Room N/A	is No
Comments This question only Silverware storage Yes (1/1) This question only Comments This question only Trash cans Yes (1/1)	applies if Area Type is e & dispensers No (0/1) applies if Silverware s applies if Area Type is	Kitchen or Break Roo N/A torage & dispensers of the Kitchen or Break Room N/A	is No
Comments This question only Silverware storage Yes (1/1) This question only Comments This question only Trash cans Yes (1/1)	applies if Area Type is e & dispensers No (0/1) applies if Silverware s applies if Area Type is	Kitchen or Break Roo N/A torage & dispensers of the Kitchen or Break Room N/A	is No

microwave, etc)	(сопее maker, water d	ispenser, toaster	
Yes (1/1)	No (0/1)	□ N/A	
This question only	applies if Small applia	nces (coffee mak	er water disnense
Comments	арриез и зинан арриа	Trees (correc man	
This question only	capplies if Area Type is	Vitahan ar Praak	Room
	<i>applies if Area Type is</i> (refrigerator, freezer, i		
top)	(,	.,, 5551.
Yes (1/1)	No (0/1)	□ N/A	
This question only Comments	applies if Large applia	nces (retrigerato	r, treezer, ice disp
Comments			
	applies if Area Type is		Room
	or shelves, drawers &		
Yes (1/1)	○ No (0/1)	☐ N/A	
This was a time and a		to to at a material and	dan or Contains
Comments	applies if Refrigerator	interior shelves,	grawers & storage
Comments			
	applies if Area Type is	Kitchen or Break	Room
Cabinet & drawer			
Yes (1/1)	○ No (0/1)	□ N/A	
This question only	applies if Cabinet & di	rawer handles is	Vo
Comments	- Prince in Samuel at all		-
	applies if Area Type is	Kitchen or Break	Room
Cabinet & shelf su			
Yes (1/1)	☐ No (0/1)	□ N/A	
This question only	applies if Cabinet & sl	nelf surfaces is No	
Comments	аррпез п Салпет & SI	icii suitaces IS IVO	
This auestion only	annlies if Area Tyne is	Kitchen or Break	Room

All hard surface fl	ooring	
Yes (1/1)	No (0/1)	□ N/A
This question only	applies if All hard sur	face flooring is No.
Comments	applies II All Hard Surf	ace nooning is No
	applies if Area Type is I	
MEETING	& TRAININ	NG ROOM
All hard surfaces	(conference table, furr	iture, cabinets)
Yes (1/1)	No (0/1)	□ N/A
This question only	applies if All hard sur	faces (conference t
Comments		
This question only	applies if Area Type is	Meetina & Trainin
	m rests, seats, seatba	
Yes (1/1)	∩ No (0/1)	_ N/A
This question only	applies if All chairs (le	egs, arm rests, sea
Comments		
	applies if Area Type is	
remote control)	ent (projector, phone	system, keyboard,
☐ Yes (1/1)		☐ N/A
This question only	applies if Electronic e	guipment (projecto
Comments		
	applies if Area Type is	
Small appliances	(coffee maker, water o	lispenser, mini frid
Yes (1/1)	No (0/1)	☐ N/A
This question only	applies if Small applia	nces (coffee make
Comments		

This question only applies if Area Type is Meeting & Training Rooms

	○ No (0/1)	N/A
his question only	annlies if White hoar	d & dry erase markers is No
Comments	applies il vville boare	a day crase markers is no
This auestion only	annlies if Area Tyne is	s Meeting & Training Rooms
Light switches	appines il villed Type is	Treeting a naming nooms
Yes (1/1)	No (0/1)	□ N/A
This superior only	annline if Light quitak	and in No.
Comments	applies if Light switch	nes is ivo
comments		
This question and	applies if Area Time !	Monting C Training Bases
Doorknobs & hand		Meeting & Training Rooms
☐ Yes (1/1)	∩ No (0/1)	∩ N/A
		s Meeting & Training Rooms
		N/A
Cabinet & door har	ndles	_
Cabinet & door har	No (0/1)	□ N/A
Cabinet & door har	ndles	□ N/A
Cabinet & door har	No (0/1)	□ N/A
Cabinet & door har	No (0/1)	□ N/A
Cabinet & door har	No (0/1) Applies if Cabinet & a	N/A loor handles is No
Cabinet & door har Yes (1/1) This question only a Comments	No (0/1) applies if Cabinet & a	□ N/A
Cabinet & door har Yes (1/1) This question only a Comments	No (0/1) applies if Cabinet & a	N/A loor handles is No
Cabinet & door har Yes (1/1) This question only a Comments This question only a Cabinet & shelf sur	No (0/1) applies if Cabinet & a applies if Area Type is	N/A N/A Noor handles is No Meeting & Training Rooms
Cabinet & door har Yes (1/1) This question only a Comments This question only a Cabinet & shelf sur	No (0/1) applies if Cabinet & a applies if Area Type is rfaces No (0/1)	N/A N/A Noor handles is No Meeting & Training Rooms
Cabinet & door har Yes (1/1) This question only of Comments This question only of Cabinet & shelf sur Yes (1/1)	No (0/1) applies if Cabinet & a applies if Area Type is	N/A N/A Noor handles is No Meeting & Training Rooms
Cabinet & door har Yes (1/1) This question only of Comments This question only of Cabinet & shelf sur Yes (1/1)	No (0/1) applies if Cabinet & a applies if Area Type is rfaces No (0/1)	N/A N/A Noor handles is No Meeting & Training Rooms
Cabinet & door har Yes (1/1) This question only a Comments This question only a Cabinet & shelf sur	No (0/1) applies if Cabinet & a applies if Area Type is rfaces No (0/1)	N/A N/A Noor handles is No Meeting & Training Rooms
Cabinet & door har Yes (1/1) This question only a Comments This question only a Cabinet & shelf sur Yes (1/1)	No (0/1) applies if Cabinet & a applies if Area Type is rfaces No (0/1)	N/A N/A Noor handles is No Meeting & Training Rooms

All hard surface flo	oring		
Yes (1/1)	No (0/1)	□ N/A	
This question only a	applies if All hard sur	face flooring is No	
Comments		-	
This section only ap	oplies if Area Type is	Warehouse & Shop	A <i>rea</i>
WAREHOU	USE & SHO	P AREA -	CLEA
All hard surfaces (v	work benches, tableto	ops, countertops, sh	elves)
Yes (1/1)	No (0/1)	☐ N/A	
This quarties as the	applied if All basel sur	faces (work hands	c tablatas
Comments	applies if All hard sur	races (work beriche.	s, tabletops,
This question only :	applies if Area Type is	s Warehouse & Shor	o Area
	n rests, seats, seatba		
Yes (1/1)	No (0/1)	□ N/A	
	, ,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,		
This question only a Comments	applies if All chairs (le	egs, arm rests, seat	s, seatbacks,
This question only	annline if Area Time is	Marahausa C Cha	Aras
Tool handles	applies if Area Type is	vvarenouse & Snop	Alea
Yes (1/1)		∩ N/A	
	applies if Tool handles	s is No	
Comments			
	applies if Area Type is	Warehouse & Shop) Area
Tool box drawers &		-	
Yes (1/1)	☐ No (0/1)	☐ N/A	
This question only a	applies if Tool box dra	awers & handles is N	Vo
Comments	.,		
This question only a	applies if Area Type is	s Warehouse & Shor) Area

	No (0/1)	□ N/A
nis question only omments	applies if Light switch	es is No
his question only		Warehouse & Shop Area
Yes (1/1)	No (0/1)	□ N/A
his question only Comments	applies if Doorknobs	& handles is No
This question only Trash cans	applies if Area Type is	Warehouse & Shop Area
Yes (1/1)	No (0/1)	□ N/A
	applies if Trash cans i	s No
Comments This question only	applies if Area Type is	Warehouse & Shop Area
Comments This question only Pallet jack handles	applies if Area Type is	Warehouse & Shop Area
Comments This question only Pallet jack handles Yes (1/1) This question only	applies if Area Type is	Warehouse & Shop Area
Comments This question only Pallet jack handles Yes (1/1) This question only	applies if Area Type is No (0/1)	Warehouse & Shop Area
This question only Pallet jack handles Yes (1/1) This question only Comments	applies if Area Type is No (0/1) applies if Pallet jack h	Warehouse & Shop Area N/A andles is No Warehouse & Shop Area
This question only Pallet jack handles Yes (1/1) This question only Comments	applies if Area Type is No (0/1) applies if Pallet jack h	Warehouse & Shop Area N/A andles is No Warehouse & Shop Area
This question only Pallet jack handles Yes (1/1) This question only Comments This question only Forklift steering wi	applies if Area Type is No (0/1) applies if Pallet jack happlies if Area Type is heel & control handles No (0/1)	Warehouse & Shop Area N/A andles is No Warehouse & Shop Area

All hard surface fl	ooring			
Yes (1/1)	No (0/1)	□ N/A		
	applies if All hard sur	face flooring is No		
Comments				
			bies, elevators, stairwells,	
	NAL AKEAS (S, EXTERI		, ELEVATOR	S, STAIRW
	(desks, furniture, table			
Yes (1/1)	☐ No (0/1)	□ N/A		
This question only	applies if All hard sur	faces (desks, furnitui	e, tabletops) is No	
Comments				
This question only Light switches	applies if Area Type is	s Additional Areas (lo	bbies, elevators, stairwell	ls, hallways, exteriors)
Yes (1/1)	☐ No (0/1)	∩ N/A		
	applies if Light switch	nes is No		
Comments				
This auestion only	applies if Area Type is	s Additional Areas (lo	bbies, elevators, stairwell	ls. hallwavs. exteriors
Doorknobs & hand				_,, _, _,,
Yes (1/1)	No (0/1)	□ N/A		
This question only	applies if Doorknobs	& handles is No		
Comments				
-		s Additional Areas (lo	bbies, elevators, stairwell	ls, hallways, exteriors)
Stairway handrails		∩ N/A		
Yes (1/1)	No (0/1)	□ N/A		
	applies if Stairway ha	ndrails is No		
Comments				

This question only applies if Area Type is Additional Areas (lobbies, elevators, stairwells, hallways, exteriors)

Exterior handrails			
Yes (1/1)	No (0/1)	☐ N/A	
	applies if Exterior han	drails is No	
Comments			
This question only	applies if Area Type is	Additional Areas (lo	obbies, elevators, stairwells, hallways, exteriors
Mail box			
Yes (1/1)	No (0/1)	☐ N/A	
	applies if Mail box is N	lo	
Comments			
This question only	applies if Area Type is	Additional Areas (lo	obbies, elevators, stairwells, hallways, exteriors
Elevator call & floo	or buttons		
Yes (1/1)	No (0/1)	□ N/A	
This question only	applies if Elevator call	& floor buttons is I	No
Comments			
This question only	applies if Area Type is	Additional Areas (lo	obbies, elevators, stairwells, hallways, exteriors
Elevator handrails			
Yes (1/1)	No (0/1)	☐ N/A	
		_	
This question only	applies if Elevator har	ndrails is No	
Comments			

SUMMARY

Comments / Notes	Signature