



Facility Cleaning & Disinfecting Checklist

GENERAL FACILITY			
<i>Use a neutral detergent and disinfecting solution to clean and disinfect all hard surfaces, including:</i>			
			Hand rails
			Door knobs/handles
			Elevator buttons
			Sinks & faucets
			Countertops
			Window sills
			Light switches
			Equipment controls
			Cabinet and file drawer knobs/handles
			Vending Machines
			Chair arms
			Copier/printer/fax control buttons
<i>Provide sanitizing solution or wipes to all departments and encourage all employees to sanitize surfaces that are touched frequently.</i>			
			Telephones
			Hands-free microphones
			Radios
			Hard hats
<i>Place sanitizing solution or wipes in company vehicles with a reminder to wipe down the following after each use:</i>			
			Steering wheel
			Gear shifter

Complete
In Progress
N/A

BATHROOMS			
<i>When it is time to purchase or replace existing bathroom fixtures, consider installing hand-free devices, such as:</i>			
			Soap dispensers
			Toilet flushers
			Paper towel dispensers
			Sink faucets
<i>Place reminders of the importance of hand washing on all bathroom doors. Ensure bathrooms are adequately stocked with:</i>			
			Sanitizing soap
			Hand towels
			Toilet tissue

BATHROOMS, Cont.			
Frequently wipe down:			
			Faucet knobs
			Door handles
			Bathroom fixtures
			Sink faucets
Frequently collect and dispose of waste paper.			

Complete
In Progress
N/A

GENERAL SUPPLIES			
Stock adequate cleaning and sanitary supplies, including:			
			Neutral detergents
			General purpose and bathroom cleaners
			Disinfectants
			Hand sanitizer
			Sanitizing wipes
			Tissues
			Rubber gloves

Complete
In Progress
N/A

SUPPLY DISTRIBUTION			
Provide antibacterial hand washing solutions, such as hand sanitizers, in all common areas, including:			
			Central locations within work areas
			Break rooms
			Bathrooms
			Lobbies
			Copy rooms
			Cafeterias
			Waiting rooms
			Training rooms