

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 removal of dirt and impurities, including germs, from surfaces. Cleaning alone does not kill germs - but by removing the germs, it decreases their number and therefore any risk of spreading infection.

From the CDC - Disinfecting works by using chemicals to kill germs on surfaces. This process does not necessarily clean dirty surfaces or remove germs - but killing germs remaining on a surface after cleaning further reduces any risk of spreading infection.

Yes = Compliant/completed
No = Did not complete
N/A = Not applicable

AREA TYPE

* Area Type		
<input type="checkbox"/> Offices	<input type="checkbox"/> Restrooms	<input type="checkbox"/> Kitchen or Break Room
<input type="checkbox"/> Meeting & Training Rooms	<input type="checkbox"/> Warehouse & Shop Area	<input type="checkbox"/> Additional Areas (lobbies, elevators, stairwells, hallways, exteriors)

This section only applies if Area Type is Offices

OFFICES - CLEAN & DISINFECT

Open desk surfaces
<input type="checkbox"/> Yes (1/1) <input type="checkbox"/> No (0/1) <input type="checkbox"/> N/A

This question only applies if Open desk surfaces is No

Comments

This question only applies if Area Type is Offices

All hard surfaces (tabletops, file cabinets, partitions, furniture)
 Yes (1/1) No (0/1) N/A

This question only applies if All hard surfaces (tabletops, file cabinets, partitions, furniture) is No

Comments

This question only applies if Area Type is Offices

Keyboard, mouse, monitor and telephone
 Yes (1/1) No (0/1) N/A

This question only applies if Keyboard, mouse, monitor and telephone is No

Comments

This question only applies if Area Type is Offices

Desk chair, arm rests and chair controls
 Yes (1/1) No (0/1) N/A

This question only applies if Desk chair, arm rests and chair controls is No

Comments

This question only applies if Area Type is Offices

Lights & desk lamps
 Yes (1/1) No (0/1) N/A

This question only applies if Lights & desk lamps is No

Comments

This question only applies if Area Type is Offices

Light switches
 Yes (1/1) No (0/1) N/A

This question only applies if Light switches is No

Comments

This question only applies if Area Type is Offices

Doorknobs & handles

Yes (1/1) No (0/1) N/A

This question only applies if Doorknobs & handles is No

Comments

This question only applies if Area Type is Offices

All hard surface flooring

Yes (1/1) No (0/1) N/A

This question only applies if All hard surface flooring is No

Comments

This section only applies if Area Type is Restrooms

RESTROOMS - CLEAN & DISINFECT

Toilets and urinals

Yes (1/1) No (0/1) N/A

This question only applies if Toilets and urinals is No

Comments

This question only applies if Area Type is Restrooms

Toilet seats and handles

Yes (1/1) No (0/1) N/A

This question only applies if Toilet seats and handles is No

Comments

This question only applies if Area Type is Restrooms

Sinks, faucets & faucet handles

Yes (1/1) No (0/1) N/A

This question only applies if Sinks, faucets & faucet handles is No

Comments

This question only applies if Area Type is Restrooms

Countertops
 Yes (1/1) No (0/1) N/A

This question only applies if Countertops is No

Comments

This question only applies if Area Type is Offices

Light switches
 Yes (1/1) No (0/1) N/A

This question only applies if Light switches is No

Comments

This question only applies if Area Type is Restrooms

Doorknobs & handles
 Yes (1/1) No (0/1) N/A

This question only applies if Doorknobs & handles is No

Comments

This question only applies if Area Type is Restrooms

Soap dispensers
 Yes (1/1) No (0/1) N/A

This question only applies if Soap dispensers is No

Comments

This question only applies if Area Type is Restrooms

Paper towel dispensers
 Yes (1/1) No (0/1) N/A

This question only applies if Paper towel dispensers is No

Comments

This question only applies if Area Type is Restrooms

Toilet paper dispensers

Yes (1/1)

No (0/1)

N/A

This question only applies if Toilet paper dispensers is No

Comments

This question only applies if Area Type is Restrooms

Trash cans

Yes (1/1)

No (0/1)

N/A

This question only applies if Trash cans is No

Comments

This question only applies if Area Type is Restrooms

All hard surfaces (wall & floor cabinets, shelves, furniture)

Yes (1/1)

No (0/1)

N/A

This question only applies if All hard surfaces (wall & floor cabinets, shelves, furniture) is No

Comments

This question only applies if Area Type is Restrooms

Stall doors and walls

Yes (1/1)

No (0/1)

N/A

This question only applies if Stall doors and walls is No

Comments

This question only applies if Area Type is Restrooms

All hard surface flooring

Yes (1/1)

No (0/1)

N/A

This question only applies if All hard surface flooring is No

Comments

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

KITCHEN OR BREAK ROOM - CLEAN & DISINFECT

All hard surfaces (tabletops, furniture, appliances)

Yes (1/1) No (0/1) N/A

This question only applies if All hard surfaces (tabletops, furniture, appliances) is No

Comments

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

All chairs (legs, arm rests, seats, seatbacks)

Yes (1/1) No (0/1) N/A

This question only applies if All chairs (legs, arm rests, seats, seatbacks) is No

Comments

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

Sinks, faucets & faucet handles

Yes (1/1) No (0/1) N/A

This question only applies if Sinks, faucets & faucet handles is No

Comments

This question only applies if Area Type is Restrooms

Countertops

Yes (1/1) No (0/1) N/A

This question only applies if Countertops is No

Comments

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

Light switches

Yes (1/1) No (0/1) N/A

This question only applies if Light switches is No

Comments

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

Doorknobs & handles

Yes (1/1)

No (0/1)

N/A

This question only applies if Doorknobs & handles is No

Comments

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

Soap dispensers

Yes (1/1)

No (0/1)

N/A

This question only applies if Soap dispensers is No

Comments

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

Paper towel dispensers

Yes (1/1)

No (0/1)

N/A

This question only applies if Paper towel dispensers is No

Comments

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

Silverware storage & dispensers

Yes (1/1)

No (0/1)

N/A

This question only applies if Silverware storage & dispensers is No

Comments

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

Trash cans

Yes (1/1)

No (0/1)

N/A

This question only applies if Trash cans is No

Comments

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

Small appliances (coffee maker, water dispenser, toaster, microwave, etc)

Yes (1/1)

No (0/1)

N/A

This question only applies if Small appliances (coffee maker, water dispenser, toaster, microwave, etc) is No

Comments

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

Large appliances (refrigerator, freezer, ice dispenser, oven, cook top)

Yes (1/1)

No (0/1)

N/A

This question only applies if Large appliances (refrigerator, freezer, ice dispenser, oven, cook top) is No

Comments

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

Refrigerator interior shelves, drawers & storage

Yes (1/1)

No (0/1)

N/A

This question only applies if Refrigerator interior shelves, drawers & storage is No

Comments

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

Cabinet & drawer handles

Yes (1/1)

No (0/1)

N/A

This question only applies if Cabinet & drawer handles is No

Comments

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

Cabinet & shelf surfaces

Yes (1/1)

No (0/1)

N/A

This question only applies if Cabinet & shelf surfaces is No

Comments

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

All hard surface flooring

Yes (1/1)

No (0/1)

N/A

This question only applies if All hard surface flooring is No

Comments

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

MEETING & TRAINING ROOMS - CLEAN & DISINFECT

All hard surfaces (conference table, furniture, cabinets)

Yes (1/1)

No (0/1)

N/A

This question only applies if All hard surfaces (conference table, furniture, cabinets) is No

Comments

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

All chairs (legs, arm rests, seats, seatbacks)

Yes (1/1)

No (0/1)

N/A

This question only applies if All chairs (legs, arm rests, seats, seatbacks) is No

Comments

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

Electronic equipment (projector, phone system, keyboard, mouse, remote control)

Yes (1/1)

No (0/1)

N/A

This question only applies if Electronic equipment (projector, phone system, keyboard, mouse, remote control) is No

Comments

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

Small appliances (coffee maker, water dispenser, mini fridge)

Yes (1/1)

No (0/1)

N/A

This question only applies if Small appliances (coffee maker, water dispenser, mini fridge) is No

Comments

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

White board & dry erase markers

Yes (1/1)

No (0/1)

N/A

This question only applies if White board & dry erase markers is No

Comments

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

Light switches

Yes (1/1)

No (0/1)

N/A

This question only applies if Light switches is No

Comments

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

Doorknobs & handles

Yes (1/1)

No (0/1)

N/A

This question only applies if Doorknobs & handles is No

Comments

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

Cabinet & door handles

Yes (1/1)

No (0/1)

N/A

This question only applies if Cabinet & door handles is No

Comments

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

Cabinet & shelf surfaces

Yes (1/1)

No (0/1)

N/A

This question only applies if Cabinet & shelf surfaces is No

Comments

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

All hard surface flooring

Yes (1/1)

No (0/1)

N/A

This question only applies if All hard surface flooring is No

Comments

This section only applies if Area Type is Warehouse & Shop Area

WAREHOUSE & SHOP AREA - CLEAN & DISINFECT

All hard surfaces (work benches, tabletops, countertops, shelves)

Yes (1/1)

No (0/1)

N/A

This question only applies if All hard surfaces (work benches, tabletops, countertops, shelves) is No

Comments

This question only applies if Area Type is Warehouse & Shop Area

All chairs (legs, arm rests, seats, seatbacks)

Yes (1/1)

No (0/1)

N/A

This question only applies if All chairs (legs, arm rests, seats, seatbacks) is No

Comments

This question only applies if Area Type is Warehouse & Shop Area

Tool handles

Yes (1/1)

No (0/1)

N/A

This question only applies if Tool handles is No

Comments

This question only applies if Area Type is Warehouse & Shop Area

Tool box drawers & handles

Yes (1/1)

No (0/1)

N/A

This question only applies if Tool box drawers & handles is No

Comments

This question only applies if Area Type is Warehouse & Shop Area

Light switches

Yes (1/1)

No (0/1)

N/A

This question only applies if Light switches is No

Comments

This question only applies if Area Type is Warehouse & Shop Area

Doorknobs & handles

Yes (1/1)

No (0/1)

N/A

This question only applies if Doorknobs & handles is No

Comments

This question only applies if Area Type is Warehouse & Shop Area

Trash cans

Yes (1/1)

No (0/1)

N/A

This question only applies if Trash cans is No

Comments

This question only applies if Area Type is Warehouse & Shop Area

Pallet jack handles

Yes (1/1)

No (0/1)

N/A

This question only applies if Pallet jack handles is No

Comments

This question only applies if Area Type is Warehouse & Shop Area

Forklift steering wheel & control handles

Yes (1/1)

No (0/1)

N/A

This question only applies if Forklift steering wheel & control handles is No

Comments

This question only applies if Area Type is Warehouse & Shop Area

All hard surface flooring

Yes (1/1)

No (0/1)

N/A

This question only applies if All hard surface flooring is No

Comments

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

ADDITIONAL AREAS (LOBBIES, ELEVATORS, STAIRWELLS, HALLWAYS, EXTERIORS)

All hard surfaces (desks, furniture, tabletops)

Yes (1/1)

No (0/1)

N/A

This question only applies if All hard surfaces (desks, furniture, tabletops) is No

Comments

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

Light switches

Yes (1/1)

No (0/1)

N/A

This question only applies if Light switches is No

Comments

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

Doorknobs & handles

Yes (1/1)

No (0/1)

N/A

This question only applies if Doorknobs & handles is No

Comments

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

Stairway handrails

Yes (1/1)

No (0/1)

N/A

This question only applies if Stairway handrails 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

This question only applies if Exterior handrails is No

Comments

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

Mail box

Yes (1/1)

No (0/1)

N/A

This question only applies if Mail box is No

Comments

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

Elevator call & floor buttons

Yes (1/1)

No (0/1)

N/A

This question only applies if Elevator call & floor buttons is No

Comments

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

Elevator handrails

Yes (1/1)

No (0/1)

N/A

This question only applies if Elevator handrails is No

Comments

SUMMARY

Comments / Notes

Signature
