

CLEANING AND DISINFECTION CHECKLIST



Checklist for cleaning and disinfection activities in the workplace.

* 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

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

All hard surfaces (tabletops, file cabinets, partitions, furniture)
<input type="checkbox"/> Yes (1/1) <input type="checkbox"/> No (0/1) <input type="checkbox"/> N/A

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

Comments

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

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

Lights & desk lamps

Yes (1/1)

No (0/1)

N/A

This question only applies if Lights & desk lamps is No

Comments

Light switches

Yes (1/1)

No (0/1)

N/A

This question only applies if Light switches is No

Comments

Doorknobs & handles

Yes (1/1)

No (0/1)

N/A

This question only applies if Doorknobs & handles is No

Comments

All hard surface flooring

Yes (1/1)

No (0/1)

N/A

This question only applies if All hard surface flooring is No

Comments

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

Toilet seats and handles

Yes (1/1)

No (0/1)

N/A

This question only applies if Toilet seats and handles is No

Comments

Sinks, faucets & faucet handles

Yes (1/1)

No (0/1)

N/A

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

Comments

Countertops

Yes (1/1)

No (0/1)

N/A

This question only applies if Countertops is No

Comments

Light switches

Yes (1/1)

No (0/1)

N/A

This question only applies if Light switches is No

Comments

Doorknobs & handles

Yes (1/1)

No (0/1)

N/A

This question only applies if Doorknobs & handles is No

Comments

Soap dispensers

Yes (1/1)

No (0/1)

N/A

This question only applies if Soap dispensers is No

Comments

Paper towel dispensers

Yes (1/1)

No (0/1)

N/A

This question only applies if Paper towel dispensers is No

Comments

Toilet paper dispensers

Yes (1/1)

No (0/1)

N/A

This question only applies if Toilet paper dispensers is No

Comments

Trash cans

Yes (1/1)

No (0/1)

N/A

This question only applies if Trash cans is No

Comments

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

Stall doors and walls

Yes (1/1)

No (0/1)

N/A

This question only applies if Stall doors and walls is No

Comments

All hard surface flooring

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

This question only applies if All hard surface flooring is No

Comments

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

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

Sinks, faucets & faucet handles

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

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

Comments

Countertops

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

This question only applies if Countertops is No

Comments

Light switches

Yes (1/1)

No (0/1)

N/A

This question only applies if Light switches is No

Comments

Doorknobs & handles

Yes (1/1)

No (0/1)

N/A

This question only applies if Doorknobs & handles is No

Comments

Soap dispensers

Yes (1/1)

No (0/1)

N/A

This question only applies if Soap dispensers is No

Comments

Paper towel dispensers

Yes (1/1)

No (0/1)

N/A

This question only applies if Paper towel dispensers is No

Comments

Silverware storage & dispensers

Yes (1/1)

No (0/1)

N/A

This question only applies if Silverware storage & dispensers is No

Comments

Trash cans

Yes (1/1)

No (0/1)

N/A

This question only applies if Trash cans is No

Comments

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

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

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

Cabinet & drawer handles

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

This question only applies if Cabinet & drawer handles is No

Comments

Cabinet & shelf surfaces

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

This question only applies if Cabinet & shelf surfaces is No

Comments

All hard surface flooring

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

This question only applies if All hard surface flooring is No

Comments

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

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

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

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

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

Light switches

Yes (1/1)

No (0/1)

N/A

This question only applies if Light switches is No

Comments

Doorknobs & handles

Yes (1/1)

No (0/1)

N/A

This question only applies if Doorknobs & handles is No

Comments

Cabinet & door handles

Yes (1/1)

No (0/1)

N/A

This question only applies if Cabinet & door handles is No

Comments

Cabinet & shelf surfaces

Yes (1/1)

No (0/1)

N/A

This question only applies if Cabinet & shelf surfaces is No

Comments

All hard surface flooring

Yes (1/1)

No (0/1)

N/A

This question only applies if All hard surface flooring is No

Comments

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

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

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

This question only applies if Tool handles is No

Comments

Tool box drawers & handles
 Yes (1/1) No (0/1) N/A

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

Comments

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

This question only applies if Light switches is No

Comments

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

This question only applies if Doorknobs & handles is No

Comments

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

This question only applies if Trash cans is No

Comments

Pallet jack handles

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

This question only applies if Pallet jack handles is No

Comments

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

All hard surface flooring

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

This question only applies if All hard surface flooring is No

Comments

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

Light switches

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

This question only applies if Light switches is No

Comments

Doorknobs & handles

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

This question only applies if Doorknobs & handles is No

Comments

Stairway handrails

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

This question only applies if Stairway handrails is No

Comments

Exterior handrails

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

This question only applies if Exterior handrails is No

Comments

Mail box

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

This question only applies if Mail box is No

Comments

Elevator call & floor buttons

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

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

Comments

Elevator handrails

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

This question only applies if Elevator handrails is No

Comments

SUMMARY

Comments / Notes

Signature
