

Cleaning and Disinfecting Checklist

Date: _____ **Time Scheduled:** _____

Site: _____

COVID-19 Supervisors: _____

Designated Cleaners: _____

Mark Time of Cleaning Completed for Each Area:

High-touch Room Surfaces	Mon	Tues	Wed	Thurs	Fri
Door Handles					
Door Pushes					
Tool Boxes					
Coffee Area					
Office Telephone					
Copy Machine					
Office Chairs					
Room sink					
Room light switch					
Room inner door knob					
Bathroom inner door knob / plate					
Bathroom light switch					
Bathroom sink					
Wash Stations					
Toilet seat					
Toilet flush handle					
Hand rails					
Lift Controls					
Floors					
Machinery and Equipment Controls					

List Additional Areas or Surfaces

High-touch Room Surfaces					

To disinfect: Bleach Cleaning Solution: 5 tablespoons (1/3 cup) bleach per gallon of water or use <https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2> product.