

Weekly Cleaning Checklist

Department: _____

Office: _____

Week Beginning: _____

Employees must wear a mask and disposable gloves when cleaning or sanitizing. Follow instruction on disinfectant label to ensure safe and effective use of product.
Review CDC guidelines for cleaning and disinfecting here: <https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html>

Thoroughly wash your hands after every cleaning activity

	Monday			Tuesday			Wednesday			Thursday			Friday		
Frequent Cleaning (Every 4 hours and after every visitor)	8	12	4	8	12	4	8	12	4	8	12	4	8	12	4
<i>Responsibility:</i>															
Front Lobby Desks / Surfaces / Chairs															
Pens and other supplies available to public															
Sneeze Guards															
Front (public) door knobs															
Public Facing Computers / Keyboards / Mice															
Public Facing Phones															
Any hand sanitizer bottles available to public															
Any public queues, handrails, etc.															
Completed by (initial):															



Daily Cleaning (Every morning)	M	T	W	Th	F
<i>Responsibility:</i>					
All hallway door handles					
All shared light switches					
All conference room surfaces and shared supplies					
All break room surfaces and shared supplies including:					
Shared copiers and other shared office supplies (stapler, etc.)					
Fridge handles and microwave handles					
Drawer pulls and other high touch surfaces in break rooms					
Other surfaces shared by employees					
Supply cabinets					
File Rooms					
Carts					
Completed by (initial):					

Weekly Tasks (Every Monday)	M
<i>Responsibility:</i>	
Appropriate posters are displayed and up to date:	
Front Lobby (Face coverings, Social Distancing)	
Conference Rooms (Meeting Limits, Social Distancing)	
Break Rooms / Other Employee Common Areas (Meeting Limits, Social Distancing)	
Social distance markings in place as needed	
Stock on hand sufficient for 10 days or ordered:	
Hand sanitizer	
Tissues	
Masks	
Disposable Gloves	
Disinfectant Wipes or Spray	
Paper Towels	
<i>Supplies requested Mondays via Sherry Wright. Pickup:</i>	
Completed by (initial):	