

Cleaning Checklist for General Office



Areas to Be Cleaned/Disinfected	Custodian Initial
Garbage Lids/ Containers	
Water Fountains	
Lockers and Locks	
Door Handles	
Stair Rails	
Telephones	
ATM's	
Vending Machines	
Light Switches	
Counters	
Kitchen/ Cafeteria	
Door Handles (Exterior/ Interior)	
Hand Towel Dispensers (discontinues use if hand dryers)	
Work Accepted By Head Custodian:	
Name:	
Work Accepted By Area Supervisor Or Trainer:	
Name:	



Products Used to Disinfect this Area are Green Seal Certified or EPA Approved Disinfectant for COVID-19



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