## Cleaning Checklist for Personal Workspace



Areas to Be Cleaned/Disinfected	Custodian Initial	
Fresh Bottle of disinfectant left each day for the employees to assist in disinfecting desks in throughout the day		
Decks Cleaned and Disinfected		
Hand Sanitizer Dispenser Handle and Surface		
Office Chairs		
Office Tables		
Computer Monitors		
Keyboards/ Computer Mouse's		
Phones		
Light Switches		
Door Handles		
Work Accepted By Head Custodian:		
Name:		
Work Accepted By Area Supervisor Or Trainer:		
Name:		Clea Disinfo





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