

# 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	
<b>Work Accepted By Head Custodian:</b>	
<b>Name:</b>	
<b>Work Accepted By Area Supervisor Or Trainer:</b>	
<b>Name:</b>	

