

# Daily Armory and Facility Cleaning Checklist

This checklist is a simple guide to wipe down, clean, and disinfect common/high use surfaces.

**Clean soiled surfaces with soap and water before disinfecting. Disinfecting a dirty area is not as effective.**

- o All lever lock handles/ door knobs/ panic hardware
- o Hand rails and flat surfaces related to the stairs
- o Light switches and covers
- o Wipe down security desk/ reception desks / in-out boards & markers
- o Water fountains
- o Restroom handles and sinks
- o Offices and Conference rooms
  - Tables, desks, keyboards, phones, monitors
- o Breakroom
  - Tables, fridge (inside and out), coffee pot, microwave, faucet & sink, cabinets
- o Elevator
  - Buttons (inside & out), handrails
- o Common areas for print/copy/supply
  - Cabinet handles, staplers, hole-punch, label maker, copy machines, shredder

## **Mixing Chlorine Bleach solution for sanitation of household or office surfaces:**

1. Place the solution in labeled spray bottles.
2. Clean the surface before disinfecting.
3. Begin disinfecting the areas/equipment. Disinfect the equipment either by spraying directly on the surface, or by spraying on a towel and wiping the surface thoroughly.
4. Allow the disinfectant to remain on the surface until it air dries.

Bleach should be used in a 500ppm dilution.

A 500ppm dilution is 2½ tablespoons of 5.25% chlorine bleach per gallon of warm water or 2/3 tablespoons per liter.

If you are low on cleaning supplies, contact your supply sergeant.