



Date \_\_\_\_\_

Employees \_\_\_\_\_

Office \_\_\_\_\_

### Restrooms

- Clean, Disinfect & Sanitize Door Handles
- Clean & Disinfect Toilets
- Clean & Disinfect Sinks & Counters
- Clean Mirrors & Fixtures
- Clean & Disinfect Light Switch Plates
- Clean, Disinfect & Sanitize Paper Towel & Toiletry Dispensers
- Clean, Disinfect & Polish Faucet
- Wipe Down Baseboards
- Clean Air Register Vent
- Remove High Cobwebs
- Hand Wipe Door Frames
- Vacuum & Mop Floors
- Spray Bio Enzymatic Odor Digester
- Empty Trash Can

### Entrance/ Exit & Reception

- Clean, Disinfect & Sanitize Door Handles
- Clean, Disinfect & Sanitize Entry / Exit Door
- Clean Windows & Sills
- Clean, Disinfect & Sanitize Keyboard & Mouse
- Clean, Disinfect & Sanitize Desk & Chairs
- Empty Trash Can & Recycling
- Dust Baseboards
- Vacuum & Mop Floors
- Empty Clean & Sanitize Trash Cans
- Spray Bio Enzymatic Odor Digester

### Lunchroom & Kitchen

- Clean, Disinfect & Sanitize Door Handles
- Clean, Disinfect & Sanitize Light Switch Plates
- Clean, Disinfect & Sanitize Tables & Chairs
- Clean, Disinfect & Sanitize Water Station
- Clean & Disinfect Exterior appliances
- Clean & Disinfect Interior Microwave
- Clean, Disinfect & Sanitize Countertops
- Clean, Disinfect & Sanitize Exterior Cabinets
- Clean Windows & Sills
- Wipe Down Baseboards
- Spray Bio Enzymatic Odor Digester
- Vacuum & Mop Floors

## Offices

- Clean, Disinfect & Sanitize Table & Chairs
- Clean, Disinfect & Sanitize Desktops
- Clean, Disinfect & Sanitize Door Handle
- Clean, Disinfect & Sanitize Keyboards & Mouse
- Clean, Disinfect & Sanitize Light Switch Plates
- Remove High Cobwebs
- Dust Baseboards
- Clean Window & Sills
- Empty Trash Can & Recycling Bin
- Spray Bio Enzymatic Odor Digester
- Vacuum & Mop Floors

## Conference Room

- Clean, Disinfect & Sanitize Table & Chairs
- Clean, Disinfect & Sanitize Keyboards & Mouse
- Clean, Disinfect & Sanitize Door Handles
- Clean, Disinfect & Sanitize Light Switch Plate
- Dust Baseboards
- Remove High Cobwebs
- Clean Window & Sills
- Empty Trash Can & Recycling Bin
- Spray Bio Enzymatic Odor Digester
- Vacuum & Mop Floors

## First Aid Room

- Clean, Disinfect & Sanitize Door Handle
- Clean, Disinfect & Sanitize Eye Rinse Station
- Clean, Disinfect & Sanitize Counters
- Clean, Disinfect & Sanitize Light Switch Plate
- Clean, Disinfect & Sanitize Exterior Cabinets
- Spray Bio Enzymatic Odor Digester
- Empty Trash Can & Recycling Bin
- Dust Baseboards
- Clean Windows & Sills
- Vacuum & Mop Floors

*Employee Signature* \_\_\_\_\_

*Office Staff Signature & Date* \_\_\_\_\_