

OFFICE DAILY CLEANING/DISINFECTING CHECKLIST

Custodial Cleaning Checklist Week of _____ /2020

DAILY TASKS (Check mark each competed task daily)

OFFICE AREAS	MON	TUES	WED	THUR	FRI
Ensure you locate SDS binder/understand precautions	<input type="checkbox"/>				
Ensure you wear/have all PPE equipment neccesary	<input type="checkbox"/>				
Organize custodial cleaning cart and supplies, checklist	<input type="checkbox"/>				
Empty all waste receptacles/clean & disinfect inside and outside	<input type="checkbox"/>				
High dust work station partition tops	<input type="checkbox"/>				
Wash and disinfect all light switches, telephones, door knobs	<input type="checkbox"/>				
Wash photocopier and printer contact surfaces, file cabinets	<input type="checkbox"/>				
Disinfect all work station desk tops and chair arms	<input type="checkbox"/>				
Vacuum all main traffic areas including work stations	<input type="checkbox"/>				
Dust mop/Damp mop floors	<input type="checkbox"/>				
Disinfect stairwell railings/front entrance door contact points	<input type="checkbox"/>				
Clean glass doors inside and out in all entrance doors	<input type="checkbox"/>				
Clean office hall glass doors inside and out	<input type="checkbox"/>				
Sweep or vacuum main stairwell steps/floor area	<input type="checkbox"/>				
When floors are dry, remove wet floor signage	<input type="checkbox"/>				
WASHROOMS	MON	TUES	WED	THUR	FRI
Announce yourself before entering opposite gender w/room	<input type="checkbox"/>				
Place wet floor signs or cleaning in progress signs	<input type="checkbox"/>				
Empty trash and disinfect exterior/interior receptacles	<input type="checkbox"/>				
Replace waste receptacle liners as required	<input type="checkbox"/>				
Pre Clean all washroom contact points with Enviro-Solutions ES72 and red Microfibre cloth	<input type="checkbox"/>				
Disinfect same contact points with Enviro-Solutions ES65 or ES64 or ES364	<input type="checkbox"/>				
Replenish all paper products, tissue and towel	<input type="checkbox"/>				
Replenish all hand soap and hand sanitizer dispensers	<input type="checkbox"/>				
Clean/Polish mirrors, doors, partition handles, push plates	<input type="checkbox"/>				
Remove urinal screen, deep clean urinals and replace screen	<input type="checkbox"/>				
Dust mop and wash/disinfect floors	<input type="checkbox"/>				
Remove all wet floor signs when floor is dry	<input type="checkbox"/>				
LUNCHROOMS	MON	TUES	WED	THUR	FRI
Place wet floor sign or cleaning in progress signs	<input type="checkbox"/>				
Empty all waste receptacles, recycling bins	<input type="checkbox"/>				
Disinfect all waste receptacle interior and exterior surfaces	<input type="checkbox"/>				
Check, high dust ceiling vents	<input type="checkbox"/>				

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DAILY TASKS (Check mark each competed task daily)

LUNCHROOMS CONT'D

- Check, high dust ceiling vents
- Spot clean glass areas, doors and windows
- Pre clean surfaces, chairs, table,counter tops, contact points with Enviro-Solutions ES72 and green microfibre cloth
- Sanitize all contact points with Servclean RTU Sanitizer, allow 60 second dwell
- Check fridge for spoiled food stuff/discard
- Replenish paper products, cups, stir sticks, sugar, milk powder
- Wash, dry , put away any dishes left in sink
- Rinse, dry sink area and counter top
- Dust mop and damp mop floors. Spray buff/burnish as time permits
- Remove wet floor signs when floor is dry

	MON	TUES	WED	THUR	FRI
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Spot clean glass areas, doors and windows	<input type="checkbox"/>				
Pre clean surfaces, chairs, table,counter tops, contact points with Enviro-Solutions ES72 and green microfibre cloth	<input type="checkbox"/>				
Sanitize all contact points with Servclean RTU Sanitizer, allow 60 second dwell	<input type="checkbox"/>				
Check fridge for spoiled food stuff/discard	<input type="checkbox"/>				
Replenish paper products, cups, stir sticks, sugar, milk powder	<input type="checkbox"/>				
Wash, dry , put away any dishes left in sink	<input type="checkbox"/>				
Rinse, dry sink area and counter top	<input type="checkbox"/>				
Dust mop and damp mop floors. Spray buff/burnish as time permits	<input type="checkbox"/>				
Remove wet floor signs when floor is dry	<input type="checkbox"/>				

BOARDROOMS

- Empty trash from all waste receptacles
- Disinfect interior and exterior surfaces, replace liners
- Wash and disinfect all light switches and fan remote
- Preclean tables, desk, counter, chairs, telephone with Enviro-Solutions ES72 with blue microfibre cloth
- Disinfect same contact points with either Enviro-Solutions ES65, ES64 or ES364
- Wipe surfaces dry
- Spot clean window ledges, white boards, mini stand and cabinets

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Preclean tables, desk, counter, chairs, telephone with Enviro-Solutions ES72 with blue microfibre cloth	<input type="checkbox"/>				
Disinfect same contact points with either Enviro-Solutions ES65, ES64 or ES364	<input type="checkbox"/>				
Wipe surfaces dry	<input type="checkbox"/>				
Spot clean window ledges, white boards, mini stand and cabinets	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	thoroughly	<input type="checkbox"/>

EQUIPMENT / SUPPLIES CLEAN UP

- Rinse out wet mops / soak in fresh disinfectant solution for 10 minutes
- Wring out and hang all mops to dry
- Rinse out all microfibre cloths / soak in fresh disinfectant solution for 10 minutes, wring out and hang to dry
- Check vacuum filter bag and empty as required
- Disinfect any cleaning tool, housekeeping cart
- Turn water supply off of wall mounted dispenser
- Return all items to appropriate storage areas
- Wash hands thoroughly and dispose/ hang gloves
- Complete check list
- Turn closet lights off, lock door

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