Cleaning and Disinfecting/Sanitizing Checklist

**Note:** Wear nitrile gloves when cleaning and sanitizing to protect hands.

**Note:** **All tasks** need to be **documented** – initial off on Master Sanitizing Schedule – Bathrooms Breakroom Other.xls form on breakroom clipboard when completed.

USE CLOROX WIPES SPARINGLY/WISELY – we have a limited supply!

1) Entryway and Breakroom (3x per day – after every shift change – 3-4 Clorox wipes)

 a) Clorox wipe exterior door doorknob (both sides)

 b) Clorox wipe light switch in entry way

 c) Clorox wipe swipe door handle and push plate

 d) Clorox wipe light switches in breakroom

 e) Clorox wipe all chair backs / handles

 f) Clorox wipe soap dispenser push handle

 g) Clorox wipe `entry door to production push plate and handle

 h) Clorox wipe doorknobs (both sides) and light switches

 i) Clorox wipe break room phone receiver and keypad

 j) Clorox wipe sink handle for utensil wash sink

 k) Clorox wipe microwave and coffee maker handles, and refrigerator door pull area (side / top)

2) Testing and Bathroom area (3x per day – after every shift change – 2 Clorox wipes)

 a) Clorox wipe stairwell railing leading upstairs

 b) Clorox wipe handles to all cabinets

 c) Clorox wipe handles on all 3 sinks, soap dispenser handles and paper towel dispenser handle

d) Clorox wipe doorknobs to bathrooms (both sides) and supply room door

 e) Clorox wipe vending machine buttons

e) Clorox wipe toilet flush handles last

3) Breakroom tables (1x per day at 8am using 409 cleaner and bleach/water mixture in spray bottle)

 a) move any items from tables and coats on chairs to avoid overspray

 b) thoroughly clean all 4 tables with 409 Multi-Surface cleaner and paper towels

 c) disinfect tables with bleach / water mix

 I) **Mixture must be made “fresh” everyday!**

 II) add ½ tablespoon of bleach to 16 oz spray bottle or 1 tablespoon to 32 oz spray bottle

 III) Fill water to top mark on neck of spray bottle

 IV) Liberally spray mixture across table and spray on paper towel til damp

 V) Wipe down table to thoroughly coat entire surface of table

 VI) let tables air dry to complete disinfection

4) Work area (3x per week on Monday, Wednesday and Friday during 1st shift using 2-3 Clorox wipes)

a) wipe down all doorknobs and handles for all doors including boiler room exit door

b) wipe down all bathroom handles, push plates, sink handles, and toilet handles last

c) wipe down commonly used handles and buttons