

COVID-19 Best Practice Station Cleaning Checklist

Adopted - 3/17/2020 Revised - 3/17/2020

Conduct twice per shift at 0800 and 1900 wearing appropriate PPE (gloves, eye protection).

Handles including: Interior/Exterior of all doors Handralis Common use windows Light switches and bay door controls Office Spaces: Phone buttons and receiver Desk Keyboard and mouse Chairs Tv room Chairs Remote controllers Kitchen and dining area: Fridge Oven Microwave Drawer handles Coffee pots Bathrooms Faucets Toilet levers Side tables Lamp switches Laundry machines and extractors	Cleaning Checklist Instructions	0800	1900
Handrails Common use windows Light switches and bay door controls Office Spaces: Phone buttons and receiver Desk Keyboard and mouse Chairs TV room Chairs Remote controllers Kitchen and dining area: Fridge Oven Microwave Drawer handles Coffee pots Bathrooms Faucets Toilet levers Dorms Station bedding (pillows, blankets, covers, mattress pads, etc.) Side tables Lamp switches	Handles including:		
Common use windows Light switches and bay door controls Office Spaces: Phone buttons and receiver Desk Keyboard and mouse Chairs TV room Chairs Remote controllers Kitchen and dining area: Fridge Oven Microwave Drawer handles Coffee pots Bathrooms Faucets Toilet levers Dorms Station bedding (pillows, blankets, covers, mattress pads, etc.) Side tables Lamp switches	Interior/Exterior of all doors		
Light switches and bay door controls Office Spaces: Phone buttons and receiver Desk Keyboard and mouse Chairs TV room Chairs Remote controllers Kitchen and dining area: Chairs Fridge Oven Microwave Drawer handles Coffee pots Bathrooms Faucets Toilet levers Side tables Lamp switches	Handrails		
Office Spaces: Phone buttons and receiver Desk Keyboard and mouse Chairs Common areas including: TV room Chairs Remote controllers Kitchen and dining area: Fridge Oven Microwave Drawer handles Coffee pots Bathrooms Faucets Toilet levers Dorms Station bedding (pillows, blankets, covers, mattress pads, etc.) Side tables Lamp switches	Common use windows		
Phone buttons and receiver Desk Keyboard and mouse Chairs Common areas including: TV room Chairs Remote controllers Kitchen and dining area: Chairs Fridge Oven Microwave Drawer handles Coffee pots Bathrooms Faucets Toilet levers Dorms Station bedding (pillows, blankets, covers, mattress pads, etc.) Side tables Lamp switches	Light switches and bay door controls		
Desk Keyboard and mouse Chairs Common areas including: TV room Chairs Remote controllers Kitchen and dining area: Chairs Fridge Oven Microwave Drawer handles Coffee pots Bathrooms Faucets Toilet levers Dorms Station bedding (pillows, blankets, covers, mattress pads, etc.) Side tables Lamp switches	Office Spaces:		
Keyboard and mouse Chairs Common areas including: TV room Chairs Remote controllers Kitchen and dining area: Chairs Fridge Oven Microwave Drawer handles Coffee pots Bathrooms Faucets Toilet levers Dorms Station bedding (pillows, blankets, covers, mattress pads, etc.) Side tables Lamp switches	Phone buttons and receiver		
Common areas including: TV room Chairs Remote controllers Kitchen and dining area: Chairs Fridge Oven Microwave Drawer handles Coffee pots Bathrooms Faucets Toilet levers Station bedding (pillows, blankets, covers, mattress pads, etc.) Side tables Lamp switches			
Common areas including: TV room Chairs Remote controllers Kitchen and dining area: Chairs Fridge Oven Microwave Drawer handles Coffee pots Bathrooms Faucets Toilet levers Dorms Station bedding (pillows, blankets, covers, mattress pads, etc.) Side tables Lamp switches			
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Chairs Remote controllers Kitchen and dining area: Chairs Fridge Oven Microwave Drawer handles Coffee pots Bathrooms Faucets Toilet levers Dorms Station bedding (pillows, blankets, covers, mattress pads, etc.) Side tables Lamp switches	Common areas including:		
Remote controllers Kitchen and dining area: Chairs Fridge Oven Microwave Drawer handles Coffee pots Bathrooms Faucets Toilet levers Dorms Station bedding (pillows, blankets, covers, mattress pads, etc.) Side tables Lamp switches	TV room		
Kitchen and dining area: Chairs Fridge Oven Microwave Drawer handles Coffee pots Bathrooms Faucets Toilet levers Dorms Station bedding (pillows, blankets, covers, mattress pads, etc.) Side tables Lamp switches	Chairs		
Chairs Fridge Oven Microwave Drawer handles Coffee pots Bathrooms Faucets Toilet levers Dorms Station bedding (pillows, blankets, covers, mattress pads, etc.) Side tables Lamp switches	Remote controllers		
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Oven Microwave Drawer handles Coffee pots Bathrooms Faucets Toilet levers Station bedding (pillows, blankets, covers, mattress pads, etc.) Side tables Lamp switches	Chairs		
 Microwave Drawer handles Coffee pots Bathrooms Faucets Toilet levers Dorms Station bedding (pillows, blankets, covers, mattress pads, etc.) Side tables Lamp switches 	Fridge		
 Drawer handles Coffee pots Bathrooms Faucets Toilet levers Dorms Station bedding (pillows, blankets, covers, mattress pads, etc.) Side tables Lamp switches 			
 Coffee pots Bathrooms Faucets Toilet levers Dorms Station bedding (pillows, blankets, covers, mattress pads, etc.) Side tables Lamp switches 			
Bathrooms Faucets Toilet levers Dorms Station bedding (pillows, blankets, covers, mattress pads, etc.) Side tables Lamp switches			
 Faucets Toilet levers Dorms Station bedding (pillows, blankets, covers, mattress pads, etc.) Side tables Lamp switches 	Coffee pots		
 Toilet levers Dorms Station bedding (pillows, blankets, covers, mattress pads, etc.) Side tables Lamp switches 	Bathrooms		
 Station bedding (pillows, blankets, covers, mattress pads, etc.) Side tables Lamp switches 	Faucets		
 Station bedding (pillows, blankets, covers, mattress pads, etc.) Side tables Lamp switches 	Toilet levers		
Side tablesLamp switches	Dorms		
Side tablesLamp switches	Station bedding (pillows, blankets, covers, mattress pads, etc.)		
Lamp switches			
Laundry machines and extractors			
	Laundry machines and extractors		