



**Pandemic Planning Resource
Facility Cleaning & Disinfecting Checklist**

Complete

In Progress

N/A

GENERAL FACILITIES			
			<i>Use a neutral detergent and disinfectant solution to clean and disinfect all hard surfaces, including:</i>
			Hand rails
			Door knobs/handles
			Elevator buttons
			Sinks & faucets
			Countertops
			Window sills
			Light switches
			Equipment controls
			Cabinet and file drawer knobs/handles
			Vending machines
			Chair arms
			Copier/printer/fax control buttons
			<i>Provide sanitizing solution or wipes to all departments and encourage all employees to sanitize surfaces that employees touch frequently:</i>
			Telephones
			Hands-free microphones
			Radios
			Hard-hats
			<i>Place sanitizing solution or wipes in company vehicles with a reminder to wipe down the following after each use:</i>
			Steering wheels
			Gear shifters

Complete

In Progress

N/A

BATHROOMS			
			<i>When it is time to purchase or replace existing bathroom fixtures, consider installing hands-free devices, such as:</i>
			Soap dispensers
			Toilet flushers
			Paper towel dispensers

			Sink faucets
			<i>Place reminders of importance of hand washing on all bathroom doors</i>
			<i>Ensure bathrooms are adequately stocked with:</i>
			Sanitizing soap
			Hand towels
			Toilet tissue
			<i>Frequently wipe down:</i>
			Faucet knobs
			Door handles
			Bathroom fixtures
			<i>Frequently collect and dispose of waste paper</i>

Complete

In Progress

N/A

GENERAL SUPPLIES			
			<i>Stock adequate cleaning and sanitary supplies, including:</i>
			Neutral detergents
			General purpose and bathroom cleaners
			Disinfectants
			Hand sanitizer
			Sanitizing wipes
			Tissues
			Rubber gloves

Complete

In Progress

N/A

SUPPLY DISTRIBUTION			
			<i>Provide antibacterial hand washing solutions, such as hand sanitizers, in all common areas, including:</i>
			Central locations within work areas
			Break rooms
			Bathrooms
			Lobbies
			Copy rooms
			Cafeterias
			Waiting rooms
			Training rooms