

Date: _____

COMMON ROOMS CLEANING AND DISINFECTION SCHEDULE

(Please initial and add time)

	1	2	3	4	5
WAITING ROOM Chairs, tables, countertops, entryway door handles, garbage bins					
RECEPTION AREA(S) Chairs, countertops, computers, keyboards, tablets, phones, credit card machines, garbage bins					
KITCHEN/BREAK ROOM(S) Tables, countertops and countertop items (i.e. microwave, toaster, coffee maker), sink area and faucet handles, light switches, handles, chairs, phones, doorknobs, garbage bins					
LAB Countertops, tables, equipment, light switches, handles, chairs, phones, sink area and faucet handles, doorknobs, garbage bins					
OFFICES Tables, countertops, desks, computers and keyboards, chairs, phones, doorknobs, light switches, garbage bins					
BATHROOMS Doorknobs, light switches, sink area and faucet handles, countertops, urine sample pass through areas or trays, toilets, garbage bins					
REMINDERS! <ul style="list-style-type: none"> • Wash your hands before putting gloves on and after taking them off! • Remove magazines, pens, and other materials from waiting room and reception areas! • No reheating of food or drinks! No coffee refills! • Don't forget to place your initials and time next to each section when complete! 					