## **DAILY SANITIZATION CHECKLIST**



Complete this checklist daily to monitor safety and sanitation practices for your business.

List date, name of individual overseeing cleaning, and check off each item cleaned when completed.

List date, name of individual overseeing cleaning, and ch	eck of	f eac	h iten	n cle	aned	l whe	en co	mple	eted.						
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LOBBY (USE DISINFECTING WIPES OR CLEANSERS)															
Door Handles/Doors															
Open/Closed Sign															
Windows															
Furniture (Chairs, Couches, Coffee Tables)															
Refreshment Center (Coffee Maker, Refrigerator)															
TVs															
Trash Cans (Empty and Replace Trash Liner)															
Counters															
Computers/Keyboards															
Tablets															
Phones															
Sneeze Shield															
Pens/Pencils															
Point of Sale Materials (Heat Box, Wallboards)															
Hand Sanitizer Near Payment System															
Sanitation Log Updated and Posted															

RESTROOM (USE DISINFECTING WIPES OR CLEANSERS)						
Door Handles						
Doors						
Stalls						
Sinks						
Counter						
Hand Dryer/Paper Towel Dispenser						
Faucets						
Toilets						
Toilet Paper Dispenser						
Flush Handles						
Soap Available						
Trash Can (Located Near Door)						
COMPANY VEHICLE (USE DISINFECTING WIPES OR CLEANSERS)						
Keys						
Door Handles						
Steering Wheel						
Handbrake						
Signal, Wiper and Light Controls						
Shifter						
Interior Mirror						
Seat Belt and Buckles						
Touch Screens (Non-Ammonia Based Cleaner)						
Seats						
Trunk, Truck Latch						
Center Console						
Environmental Controls						
Hand Sanitizer and Disinfecting Wipes in Vehicle						

INSTALL BAY (USE DISINFECTING WIPES OR CLEANSERS)																
Garage Door Handles																
Extension Cords																
Stools/Chairs																
Peel Boards																
Light Switches																
TOOLS (MARK TOOLS AND USE ONE SET PER INSTALLER, USE DISINFECTING WIPES OR CLEANSERS)																
Tool Boxes																
Knives																
Tool Handles																
Squeegees																
Hard Cards																
Spray Bottles/Canisters																
Rolls of Tape																
Heat Guns																
Steamer																
Ladders																
Step Stools																
PLOTTERS (USE DISINFECTING WIPES OR CLEANSERS)																
Control Panel																
Release Lever																
Power Switch																
Plotter Table (If Applicable)																
FILM INVENTORY (USE DISINFECTING WIPES OR CLEANSERS)																
Film Boxes																
Film Storage Area																
Film Racks																

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