



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).

Cleaning Checklist Instructions	0800	1900
Handles including: <ul style="list-style-type: none"> • Interior/Exterior of all doors • Handrails • Common use windows 		
Light switches and bay door controls		
Office Spaces: <ul style="list-style-type: none"> • Phone buttons and receiver • Desk • Keyboard and mouse • Chairs 		
Common areas including: <ul style="list-style-type: none"> • TV room • Chairs • Remote controllers 		
Kitchen and dining area: <ul style="list-style-type: none"> • Chairs • Fridge • Oven • Microwave • Drawer handles • Coffee pots 		
Bathrooms <ul style="list-style-type: none"> • Faucets • Toilet levers 		
Dorms <ul style="list-style-type: none"> • Station bedding (pillows, blankets, covers, mattress pads, etc.) • Side tables • Lamp switches 		
Laundry machines and extractors		