

Checklist

Facility Cleaning

Common Areas	
Sweep or vacuum all floors, including hallways, lobbies, and waiting areas.	●
Dust all surfaces, including desks, chairs, tables, and shelves.	●
Clean all glass surfaces, including windows, mirrors, and display cases.	●
Empty all trash cans and replace liners as needed.	●
Restrooms	
Clean and disinfect all toilets, urinals, and sinks.	●
Refill all soap dispensers, paper towel dispensers, and toilet paper holders.	●
Sweep and mop all floors.	●
Clean all mirrors and glass surfaces.	●

Empty all trash cans and replace liners as needed.	•
Kitchen/Break Room	
Clean and disinfect all countertops, sinks, and appliances.	•
Refill all soap dispensers, paper towel dispensers, and hand sanitizer dispensers.	•
Sweep and mop all floors.	•
Clean all appliances, including microwaves and refrigerators.	•
Empty all trash cans and replace liners as needed.	•
Offices and Workspaces	
Dust all surfaces, including desks, chairs, and shelves.	•
Clean all glass surfaces, including windows and mirrors.	•
Vacuum or sweep all floors.	•
Empty all trash cans and replace liners as needed.	•
Specialized Areas	

Clean and disinfect all equipment, including laboratory equipment, medical devices, and manufacturing machinery.	•
Follow any specialized cleaning procedures for clean rooms, controlled environments, or hazardous material handling areas.	•