

Cleaning Checklist

| Date | | | | | |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--|--|--|--|
| Each day use soap and warm water to wipe high touch surfaces. These include: | | | | | |
| Tables where you eat | | | | | |
| Doorknobs you use often | | | | | |
| Light switches you use often | | | | | |
| Countertops | | | | | |
| Handles (cabinets, drawers) you use often | | | | | |
| Toilets | | | | | |
| Faucets | | | | | |
| Sink | | | | | |
| Next, wipe down your phone, computer mouse, tablet, remote control, and keyboard. | | | | | |
| Turn off and unplug your devices. | | | | | |
| Get a dry cloth (microfiber or anything soft that will not scratch your device will work). | | | | | |
| Put a very small amount of soap and warm water on your cloth and wipe your device. | | | | | |
| Dry the device with another cloth. | | | | | |
| If you have bleach mixed with water (see above) or approved disinfectants (Clorox or Lysol wipes/spray that says "disinfectant"), you can use these next on high touch surfaces after cleaning. | | | | | |
| Spray/wipe the disinfectant on the surface. | | | | | |
| Leave the solution on the surface for 1 minute. <i>Note:</i> Open windows if using bleach and close them after disinfecting. | | | | | |
| Wipe the solution off the surface with a damp rag after it sits for 1 minute. | | | | | |
| Other cleaning | | | | | |
| Clean carpet with soap and water | | | | | |
| Wash linens and clothing | | | | | |
| Clean clothing hamper | | | | | |
| Wash hands after cleaning | | | | | |