

Contact Surface Sanitization Checklist

Company Name:				
<input type="checkbox"/> Pre Shift <input type="checkbox"/> Hourly <input type="checkbox"/> End Of Day				
Location	Employee in Charge	Immediate Supervisor	Date YY MM DD	Time <input type="checkbox"/> A.M. <input type="checkbox"/> P.M.
	Sub-Contractor	Type of Operation	Crew Size	
Sanitizing Conducted By :				

Surfaces Should Be Sanitized with Appropriate Products and Marked When Completed

Exterior Sanitized Surfaces	General Workplace Sanitized Surfaces	Personal Workspace Sanitized Surfaces
All main exterior door handles	All interior door handles both sides	Phone buttons and headset
All exterior door push locations	Interior push or pull door surface	Computer keys/ buttons
Building access or talk buttons	Countertops and flat resting surfaces	Mouse or touchpad
Yard gate latches or locks	Interior light Switches	Personal Cell phone screen / Buttons
Stair Handrails	Public seating	Chair arms and seating area
Postage or courier drop boxes	Pens for public use	Desktops
Storage areas or containers	All water tap handles,	Drawer and cabinet handles
Smoking waste receptacle lids	Soap and towel dispenser handle	Pens, Pencils and writing devices
Exterior light switches	Washroom stall Handles and latches	Staplers
Remote door openers	Sharps container lid	Tape dispensers
Broom or Shovel handles	Staff room: tables /chairs/ Fridge/ Microwave	Eye glasses
Vehicle keys	Filing cabinet doors and handles	Earphones or headphones
Vehicle Steering wheels	Staff interoffice mail box	Binders and books used in meetings
All Vehicle switches and levers	Thermostat buttons or switches	In office extra seating
Vehicle seat belts and releases	Cabinet and drawer pulls and grab surfaces	
Vehicle door handles in / out	Staff printer/copier buttons, Lids and trays	
	All interior Stair and Hand railing	
	Coffee/Water dispenser handles	
	Hand Sanitizer pump handles	
Reviewed By:	Comments:	