



## Contact Surface Sanitization Checklist

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

**Surfaces Should Be Sanitized with Appropriate Products and Marked When Completed**

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

<b>Sanitizing Completed By:</b>		<b>Reviewed By:</b>	
<b>Comments:</b>			