# ISSA

Advancing Clean.
Driving Innovation.

**Pandemic Planning Resource**
# Facility Cleaning & Disinfecting Checklist

| Complete | In Progress | N/A | |
|---|---|---|---|
| | | | **GENERAL FACILITIES** |
| | | | *Use a neutral detergent and disinfectant solution to clean and disinfect all hard surfaces, including:* |
| | | | Hand rails |
| | | | Door knobs/handles |
| | | | Elevator buttons |
| | | | Sinks & faucets |
| | | | Countertops |
| | | | Window sills |
| | | | Light switches |
| | | | Equipment controls |
| | | | Cabinet and file drawer knobs/handles |
| | | | Vending machines |
| | | | Chair arms |
| | | | Copier/printer/fax control buttons |
| | | | *Provide sanitizing solution or wipes to all departments and encourage all employees to sanitize surfaces that employees touch frequently:* |
| | | | Telephones |
| | | | Hands-free microphones |
| | | | Radios |
| | | | Hard-hats |
| | | | *Place sanitizing solution or wipes in company vehicles with a reminder to wipe down the following after each use:* |
| | | | Steering wheels |
| | | | Gear shifters |

| Complete | In Progress | N/A | |
|---|---|---|---|
| | | | **BATHROOMS** |
| | | | *When it is time to purchase or replace existing bathroom fixtures, consider installing hands-free devices, such as:* |
| | | | Soap dispensers |
| | | | Toilet flushers |
| | | | Paper towel dispensors |

| Complete | In Progress | N/A | |
| --- | --- | --- | --- |
| | | | Sink faucets |
| | | | *Place reminders of importance of hand washing on all bathroom doors* |
| | | | *Ensure bathrooms are adequately stocked with:* |
| | | | Sanitizing soap |
| | | | Hand towels |
| | | | Toilet tissue |
| | | | *Frequently wipe down:* |
| | | | Faucet knobs |
| | | | Door handles |
| | | | Bathroom fixtures |
| | | | *Frequently collect and dispose of waste paper* |

## GENERAL SUPPLIES

| Complete | In Progress | N/A | |
| --- | --- | --- | --- |
| | | | *Stock adequate cleaning and sanitary supplies, including:* |
| | | | Neutral detergents |
| | | | General purpose and bathroom cleaners |
| | | | Disinfectants |
| | | | Hand sanitizer |
| | | | Sanitizing wipes |
| | | | Tissues |
| | | | Rubber gloves |

## SUPPLY DISTRIBUTION

| Complete | In Progress | N/A | |
| --- | --- | --- | --- |
| | | | *Provide antibacterial hand washing solutions, such as hand sanitizers, in all common areas, including:* |
| | | | Central locations within work areas |
| | | | Break rooms |
| | | | Bathrooms |
| | | | Lobbies |
| | | | Copy rooms |
| | | | Cafeterias |
| | | | Waiting rooms |
| | | | Training rooms |