

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
	Equipment Joysticks		Filing cabinet doors and handles		Earphones or headphones
	Vehicle/ equipment keys		Staff interoffice mail box		Binders and books used in meetings
	Vehicle Steering wheels		Thermostat buttons or switches		In office extra seating
	All Vehicle/ equipment switches and levers		Cabinet and drawer pulls and grab surfaces		PPE worn near other workers, or members of the public
	Vehicle/ equipment seat belts and releases		Staff printer/copier buttons, Lids and trays		Hand and power tools, handles and grips, cord ends, battery chargers
	Vehicle/equipment door handles in / out		All interior Stair and Hand railing		Small equipment handles, controls, pull start cords and keys
			Coffee/Water dispenser handles		
			Hand Sanitizer pump handles		

Reviewed By:	Comments:
--------------	-----------

