

Checklist for Cleaning and Disinfection of Equipment Between Users

IMPORTANT NOTE:

These guidelines are for facilities where there are NO reported or suspected cases of COVID 19. **Facilities with suspected or confirmed COVID 19 cases should follow the CDC recommendations for [Cleaning and Disinfection for Community Facilities](#).**

Employee: _____ Date/Time: _____

Disinfectant Used: _____ [Contact Time Required by CDC List N](#) _____ min

Circle PPE Required: Glasses Goggles Gloves (Type) _____

Respirator: (Type) _____

Other Precautions (Ventilation, etc.) _____

Choose a disinfectant listed by the CDC for Use Against SARS-Co-V-2 (COVID19)

Must be appropriate for the surface or equipment (can damage electronics)

Confirm contact time necessary to kill the virus with supplier or check [CDC List N](#).

IDENTIFY HI-TOUCH SURFACES TO BE CLEANED AND DISINFECTED:

OFFICE	
<input type="checkbox"/>	Computer Keyboard and Mouse
<input type="checkbox"/>	Desk Surfaces including keyboard tray
<input type="checkbox"/>	Chair Adjustment Handles
<input type="checkbox"/>	Telephone
<input type="checkbox"/>	Office Door Handles including Restroom
<input type="checkbox"/>	Reception area counters
<input type="checkbox"/>	Security Keypads/Alarm System Controls
<input type="checkbox"/>	Break Room- tables, counters, handles
<input type="checkbox"/>	Laptop computers- keypad, touchscreen
<input type="checkbox"/>	Copiers
<input type="checkbox"/>	Printer Controls

CLEAN SURFACES:

- Use soap and water to remove visible organic and inorganic material.
- Remove garbage and debris

DISINFECT SURFACES:

- Spray/wipe on disinfectant on the above listed hi-touch surfaces
- Let disinfectant sit for the manufacturer recommended contact time listed above
- Wipe surfaces dry with clean cloth
- Tag vehicle as cleaned and ready for use

Employee Completing Cleaning and Disinfection: _____

Date: _____