

# COVID-19 Cleaning Log

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ITEM	LOCATION	DATE	TIME (FIRST CLEANING)	TIME (SECOND CLEANING)	STAFF INITIALS
Door handles and push plates					
Washrooms					
Handles on all equipment doors					
Handles on beverage dispensers					
Ice scoops					
Refrigerator and freezer handles					
Freezer handles					
Sink handles					
Soap dispenser push plates					
Towel dispenser push plates					
Trash receptacle touch points					
Carpets					
Cleaning tools					
Buckets					

Prepared by Scrivens Insurance and Investment Solutions

This SAMPLE form is of general interest and is not intended to apply to specific circumstances. It does not purport to be a comprehensive analysis of all matters relevant to its subject matter. The content should not, therefore, be regarded as constituting legal advice and not be relied upon as such. In relation to any particular problem which they may have, readers are advised to seek specific advice. Further, the law may have changed since first publication and the reader is cautioned accordingly.

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<b>Telephones</b>					
<b>Computers</b>					
<b>Office cabinet handles</b>					
<b>Break room tables and chairs</b>					
<b>Display screens on equipment</b>					
<b>Thresholds and hand railings</b>					
<b>Counters and other surfaces</b>					
<b>Vending machine buttons</b>					
<b>Baby changing stations in washrooms</b>					
<b>Pens or other writing utensils</b>					
<b>Clipboards</b>					
<b>Elevator buttons</b>					
<b>Shared work vehicles</b>					
<b>Floors</b>					
<b>Stairwells</b>					

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