

Covid-19 Cleaning Procedure for Frequently Touched Areas

Procedure C19-003a

Week ending: ____/____/____

LOCATION # _____

FREQUENTLY TOUCHED AREA CLEANING CHECK OFF SHEET

MAIN PLANT ENTRANCES

LOCATION #		MON.	TUES.	WED.	THURS.	FRI.	SAT.
1	OFFICE FRONT ENTRANCE - AM						
1	OFFICE FRONT ENTRANCE - PM						
2	FRONT PARKING LOT ENTRANCE BY SAMPLE ROOM - AM						
2	FRONT PARKING LOT ENTRANCE BY SAMPLE ROOM - PM						
3	EMPLOYEE ENTRANCE BY NANCY'S OFFICE - 8:00 AM						
3	EMPLOYEE ENTRANCE BY NANCY'S OFFICE - 3:00 PM						
3	EMPLOYEE ENTRANCE BY NANCY'S OFFICE - 11:00 PM DENISE						
4	DOUBLE DOOR ENTRANCE IN BACK PARKING LOT - AM						
4	DOUBLE DOOR ENTRANCE IN BACK PARKING LOT - PM						
5	RECEIVING DOCK ENTRANCE - AM						
5	RECEIVING DOCK ENTRANCE - PM						

INSIDE ENTRANCES

6	BREAK ROOM - 7:00 AM						
6	BREAK ROOM - 3:00 PM						
6	BREAK ROOM - 11:00 PM						
7	MEN'S RESTROOM IN PLANT AND OFFICE - AM						
7	MEN'S RESTROOM IN PLANT AND OFFICE - 3:00 PM						
7	MEN'S RESTROOM IN PLANT ONLY - 11:00 PM DENISE						
8	WOMEN'S RESTROOM IN PLANT AND OFFICE - AM						
8	WOMEN'S RESTROOM IN PLANT AND OFFICE - 3:00 PM						
8	WOMEN'S RESTROOM IN PLANT ONLY - 11:00 PM DENISE						

COMMOM HIGH TOUCH AREAS

9	COPY MACHINE IN OFFICE - AM						
9	COPY MACHINE IN OFFICE - PM						
10	COPY MACHINE NANCY'S OFFICE - AM						
10	COPY MACHINE NANCY'S OFFICE - PM						
11	VENDING MACHINES - 7:00 AM						
11	VENDING MACHINES - 3:00 PM						
11	VENDING MACHINES - 11:00 PM DENISE						
12	COFFEE - MAKER - 7:00 AM						
12	COFFEE MAKER - 3:00 PM						
12	COFFEE MAKER - 11:00 PM DENISE						
13	REFRIGERATOR IN BREAK ROOM - 7:00 AM						
13	REFRIGERATOR IN BREAK ROOM - 3:00 PM						
13	REFRIGERATOR IN BREAK ROOM - 11:00 PM DENISE						