|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Workplace**  Cleaning Checklist | **Area** | **Method** | **Frequency** | **Notes** | **Date/Time** | **Initials** |
| Hand Towels | Replace |  |  |  |  |
| Wash Stations | Disinfectant |  |  |  |  |
| Phones/Devices/EFTPOS Machine | Disinfectant |  |  |  |  |
| Keyboards | Disinfectant |  |  |  |  |
| Reception Desk | Disinfectant |  |  |  |  |
| Door Handles | Disinfectant |  |  |  |  |
| Countertops | Disinfectant |  |  |  |  |
| Handrails | Disinfectant |  |  |  |  |
| Light Switches | Disinfectant |  |  |  |  |
| Hand/Tea Towels | Hot wash (60oC) |  |  |  |  |
| Rubbish Bins | Disinfectant |  |  |  |  |
| Floors | Bleach solution |  |  |  |  |
| Carpets | Vacuum |  |  |  |  |
| Wear PPE when cleaning and dispose of immediately afterwards.  Refer to Ministry of Health cleaning and disinfection advice. | Chairs | Disinfectant |  |  |  |  |
| PPE | Disinfectant |  |  |  |  |
| Kitchen Surfaces | Disinfectant |  |  |  |  |
| Dishes | Dishwasher |  |  |  |  |
| Toilets | Disinfectant |  |  |  |  |
| Equipment | Disinfectant |  |  |  |  |
| Vehicle Cab | Disinfectant |  |  |  |  |

