

Sanitation Checklist – Daily *(use in conjunction with Sanitation Checklist – Weekly/Monthly/Quarterly)*

Location: _____

List date, name of individual overseeing cleaning, and check off each item cleaned when completed. File completed records under "Sanitation."

| | Date | | | | | | | | | | | | | | | | | | | | | |
|--|------|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|
| | Name | | | | | | | | | | | | | | | | | | | | | |

General

| | | | | | | | | | | | | | | | | | | | | | | |
|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|
| Wash/rinse/sanitize tables, counters, water fountains, and sinks | | | | | | | | | | | | | | | | | | | | | | |
| Empty and replace trash liner - wipe top with disinfecting wipes | | | | | | | | | | | | | | | | | | | | | | |
| Sweep floor (including cooler/freezer) to remove trash and debris | | | | | | | | | | | | | | | | | | | | | | |
| Vacuum carpet | | | | | | | | | | | | | | | | | | | | | | |
| Spot clean windows and door windows | | | | | | | | | | | | | | | | | | | | | | |
| Wash, rinse and sanitize in mop sink | | | | | | | | | | | | | | | | | | | | | | |
| Hang mop to drip dry in sink | | | | | | | | | | | | | | | | | | | | | | |
| Complete Sanitation Checklist – Weekly/Monthly/Quarterly as needed | | | | | | | | | | | | | | | | | | | | | | |

Restrooms

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|---|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|
| Spot clean mirrors with glass cleaner | | | | | | | | | | | | | | | | | | | | | | |
| Refill soap, paper towels, and toilet paper as needed | | | | | | | | | | | | | | | | | | | | | | |
| Clean sink and fixtures with disinfecting wipes | | | | | | | | | | | | | | | | | | | | | | |

Storehouse

| | | | | | | | | | | | | | | | | | | | | | | |
|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|
| Wipe cooler/freezer door handles with disinfecting wipes | | | | | | | | | | | | | | | | | | | | | | |
| Wipe cooler/freezer door handles with disinfecting wipes | | | | | | | | | | | | | | | | | | | | | | |
| Keep product & containers free of dust and debris | | | | | | | | | | | | | | | | | | | | | | |

Kitchen

| | | | | | | | | | | | | | | | | | | | | | | |
|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|
| Clean microwave inside/outside with dish soap | | | | | | | | | | | | | | | | | | | | | | |
| Wipe microwave outside with disinfecting wipes | | | | | | | | | | | | | | | | | | | | | | |

Exterior

| | | | | | | | | | | | | | | | | | | | | | | |
|---|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|
| Sweep parking lot/sidewalks (or remove snow/ice) as needed | | | | | | | | | | | | | | | | | | | | | | |
| Screen on open windows & windows/doors closed when not used | | | | | | | | | | | | | | | | | | | | | | |
| Remove trash from landscaping | | | | | | | | | | | | | | | | | | | | | | |
| Empty trash containers - wipe lid/top with disinfecting wipes | | | | | | | | | | | | | | | | | | | | | | |

(This form may be modified by the Field Manager to meet needs of local facility)