

ENTRANCES/LOBBIES/RECEPTION/FOYERS CLEANING CHECKLIST: TERMINAL CLEANING

NAME: _____

ROOM: _____

TIME: _____

DATE: _____

PREPARATION AND SETUP

- Prepare equipment and load cleaning cart with items listed below needed for the task
 - Clorox Germicidal Wipes with Bleach
 - Kaibosh Hospital Disinfectant (2oz per gallon of water)
 - Disposable microfiber cloths
 - Disposable microfiber mop
 - Disposable microfiber duster sleeve
 - Disposable microfiber dust mop
 - Extension pole
 - Gloves
 - Anti-microbial soap
 - Alcohol based hand sanitizer
- Put on the appropriate attire and Personal Protective Equipment (PPE)
 - Eye protection Facility approved goggles
 - Disposable gloves
 - Disposable HAZ-MAT suit
 - N95 mask
 - N95 Respirator

BASIC PROCEDURES

- Perform hand hygiene and don gloves before entering the room
- Leave cleaning cart in the hall and set up Safety Sign

CROSS CONTAMINATION PREVENTATIVE MEASURES

- Clean mop heads and cleaning cloths are used when cleaning each space to prevent cross contamination.
- Mop water & mop heads are changed after leaving every space.
- Used mop heads and rags are placed in a containment bag and submitted to laundry service for deep cleaning and drying at the end of the shift.
- Soiled Gloves removed; Hands sanitized/ Washed. Eye protection cleaned and sanitized, and face mask assessed for safe functionality

ENTRANCES/LOBBIES/RECEPTION/FOYERS CLEANING PROCEDURES

- Survey the space, choose direction to clean (clockwise, counterclockwise) straighten furnishings and pick up loose debris
 - Tissue boxes
 - Disposable cups
 - Any objects on the floor
- Empty and line wastecontainers
 - Handle bag from top
 - Clean waste basket
- Perform high dusting with Microfiber Flexible Dusting Wand
 - Vents (supply & return)
 - Light fixtures
 - Sprinkler heads
 - High ledges

Always use the cleaning chemicals and procedures specified by your supervisor.

ENTRANCES/LOBBIES/RECEPTION/FOYERS CLEANING CHECKLIST: TERMINAL CLEANING

- Perform terminal cleaning on all vertical surfaces, walls, wall mounted objects
 - Use extension pole and flat surface mop to clean/disinfect walls (where ceiling and wall meet to floor and wall meet).
 - Baseboards
 - Light switches
 - Thermostat
 - Blinds
 - Door/door frames/handles

- Perform terminal cleaning on all horizontal surfaces
 - Receptionist desk (keyboard, monitor, mouse)
 - File cabinet/and handles
 - Tables/ countertops
 - Hard surfaces
 - Chairs
 - Kiosk stations
 - Door glass/glass partitions
 - Windows
 - Ledges
 - Light switches
 - Thermostats
 - Blinds
 - Wipe down chairs (Non- Porous)
 - Vacuum. Spray with EPA approved disinfectant (Porous)

- Perform disinfecting procedure
 - Allow disinfectant to dwell, according to manufactures' instructions
 - complete the disinfecting process on all surfaces cleaned, spraying, and wiping down all areas with disinfectant spray cleaner.

FLOOR CLEANING AND DISINFECTION

- Put safety signs out indicating floor hazard
- Dust mop floor, beginning in the far corner of the room away from exit.
- Vacuum carpet
- Steam clean carpet
- Damp mop floor
- Dispose of used cloths and mops in facility-approved container

Remove Personal Protective Equipment (PPE), according to facility policies

FINAL INSPECTION

- Inspect room and complete quality checklist
 - Remove PPE before leaving the room
 - Perform hand hygiene and put on new gloves
 - Clean all tools and equipment and return to cart
 - Remove gloves and perform hand hygiene

Employee Signature _____

Supervisor Signature _____