

# MEETING/CONFERENCE/TRAINING ROOM CHECKLIST: ROUTINE CLEANING

NAME: \_\_\_\_\_

ROOM: \_\_\_\_\_

TIME: \_\_\_\_\_

DATE: \_\_\_\_\_

## PREPARATION AND SETUP

- Prepare equipment and load Cleaning Cart with everything needed for the task
  - EPA approved cleaner/detergent
  - EPA approved disinfectant
  - Disposable microfiber cloths
  - Disposable microfiber mop
  - Disposable microfiber duster
  - Disposable microfiber dust mop
  - Extension pole
  - Gloves
  - Anti-microbial soap
  - Hand sanitizer
  
- Put on the appropriate attire and Personal Protective Equipment (PPE)
  - Eye protection (safety glasses, goggles, or face shield)
  - Disposable gloves

## BASIC PROCEDURES

- Perform hand hygiene and put on gloves before entering the room
- Leave the Cleaning Cart in the hall and set up Safety Sign

## CROSS CONTAMINATION PREVENTATIVE MEASURES

- New mop heads are also used when mopping common spaces to prevent cross contamination
- Mop water and mop heads are changed after leaving every space.
- Used mop heads and rags are placed in a “dirty laundry” bag and submitted to laundry service for deep cleaning and drying at the end of the shift.
- Soiled Gloves removed and placed in trash
- Hands cleaned with soap and water or hand sanitizer.
- Eye protection cleaned and sanitized
- Face mask assessed for safe functionality

## MEETING ROOM CLEANING PROCEDURES

- Survey the room, 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 wastebins
  - Handle bag from top
  - Clean waste can
- Perform high dusting with Microfiber Flexible Dusting Wand
  - Vents (supply & return)
  - Light fixtures
  - Sprinkler heads

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

# MEETING/CONFERENCE/TRAINING ROOM CHECKLIST: ROUTINE CLEANING

- Perform general cleaning on all **high-touched** surfaces
  - Light switches
  - Thermostat
  - Blinds
  - Door frames
  - Conference table, including tabletop, bottom of tables, legs, and base
  - Counter tops,
  - TV stand,
  - Cabinets
  - Damp wipe electronics, phones, TVs, monitors, keyboards, and mice
  - Wipe down chairs (Non-upholstered)
  - Vacuum upholstered areas of furniture and then spray with EPA approved disinfectant
  
- 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 carpeted areas
- Damp mop non-carpeted areas
- Dispose of used cloths and mops in "dirty laundry" bag and submit to laundry service for deep cleaning and drying at the end of the shift.

## 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 \_\_\_\_\_

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