

Areas to Disinfect Date Complete: _____

Daily	Mon	Tue	Wend	Thur	Fri
Payment Terminals					
Closet Door					
Front Door					
Boardroom Tables					
Tops of Chairs					
Coffee Table					

Weekly	
Taps	
Inside Door Handles	
Outside Door Handles	
Phones	
Keyboards	
Mice	
Desks	
Tops of Chairs	
Light Switches	
Tabletops	
Coffee Maker	
Photo Copier	
Kettle	
Sinks	
Dishwasher Handle	
Fridge Handle	
Cabinet Handles	
Alarm System	
Staplers, Hole Punch Etc.	
Water Cooler	
Microwave Handle	