Offices & Office Building Disinfecting & Sanitizing Checklist

Entryways & Lobby	X	Restrooms	X	Offices	X	Cafeteria/Breakroom	X	Shipping/Receiving	X
Door Handles		Door Handles		Door Handles		Door Handles		Door Handles	
Light Switches		Light Switches		Light Switches		Light Switches		Light Switches	
Chairs / Benches / Seating		Counters		Telephones		Tables		Shipping Counter Areas	
Display Cases		Sink Handles		Keyboards		Chairs / Booths / Seating		Desks & Tables	
Signage Stands		Faucet Handles		Tablets		Sink & Faucet Handles		Chairs & Seating	
Reception Counter		Soap Dispensers		Desk Surfaces		Cabinet Handles		Keyboards & Screens	
Telephones		Hand Dryers		Chairs / Armrests		Microwave Oven		Tablets	
Keyboards		Towel Dispensers		Printers		Coffee Pots / Station		Telephones	
Tablets		Changing Stations		Writing Instruments		Bulletin Boards		Time Clock	
Hand Sanitizer Stands		Stalls/Partitions & Handles		Hand Sanitizer Stand		Refrigerator Handles		Writing Instruments	
Writing Instruments		Toilet Seats		Waste Receptables		TV Remote		Clipboards	
Mop/Broom Handles		Toilet & Urinal Handles				Vending Machines		Packaging Tape Handles	
Jan/San Dispensing Equip.		Toilet Paper Dispensers				Waste Receptacles		Postal Equipment	
Waste Receptacles		Fem. Hygiene Dispenser						Fork Lifts	
		Waste Receptacles						Pallet Jacks	
								Waste Receptacles	