

TOWN OF ST. JOHNSBURY

Office Cleaning Checklist

Please check off the following as they are completed each week:

Week of: Monday _____,

Kitchen Spaces:

Description	Mon	Tue	Wed	Thur	Fri
Disinfect counters					
Wash any dishes left in sink, wash sink and fixtures with disinfectant					
Disinfect inside and outside of microwave					
Disinfect exterior and interior of refrigerator					
Disinfect coffee maker					
Empty waste and recycling baskets and replace liner					
Disinfect thermostat and light switch					
Mop kitchen floor					

1st and 3rd Floor Office Spaces:

Description	Mon	Tue	Wed	Thur	Fri
Disinfect any cleaned off desk or flat space					
Disinfect phones including ear piece					
Disinfect door knobs and light switches					
Dust chairs and wipe armrests (if applicable)					
Empty waste and recycling baskets and replace liner					
Vacuum carpets (weekly)					
Wash interior windows and glass indoors (weekly)					
Mop Floors (weekly)					

Conference Room:

Description	Mon	Tue	Wed	Thur	Fri
Disinfect table space					
Dust chairs and wipe armrests with disinfectant (if applicable)					
Disinfect door knobs and light switches					
Vacuum carpet (weekly)					

Bathrooms:

Description	Mon	Tue	Wed	Thur	Fri
Disinfect toilet seats, hand rails, and toilet paper dispenser					
Disinfect sink, faucets, paper towel dispenser					
Use glass cleaner to clean mirrors					
Refill paper towel and toilet paper dispenser					
Mop floor with disinfectant					
Disinfect door knobs and light switches					

Hallways and Common Spaces:

Description	Mon	Tue	Wed	Thur	Fri
Disinfect all flat empty tables and flat spaces					
Disinfect hand rails at stairs					
Disinfect door knobs and light switches					
Disinfect copiers and printers					
Empty waste and recycling receptacles and replace liners					
Vacuum carpets (weekly)					

Welcome Center Space

Description	Sun	Mon	Tue	Wed	Thur	Fri
Disinfect all flat empty tables and flat spaces						
Disinfect hand rails at stairs						
Disinfect door knobs and light switches						
Empty waste and recycling receptacles and replace liners						
Vacuum carpets (daily)						
Wash glass surfaces (weekly)						
Mop Welcome Center Floor						
Welcome Center Bathrooms						
Disinfect toilet seats, hand rails, and toilet paper dispenser						
Disinfect sink, faucets, paper towel dispenser						
Use glass cleaner to clean mirrors						
Refill paper towel and toilet paper dispenser						
Mop floor with disinfectant						
Disinfect door knobs and light switches						