



TOWN OF ST. JOHNSBURY

St. Johnsbury Police Department
 1187 Main Street, Suite 1
 St. Johnsbury, VT 05819
 802-748-2314
www.stjvt.com

Town Manager 802-748-3926
 Town Clerk 802-748-4331
 Fire 802-748-8925
 Dispatch 802-748-2314
 Public Works 802-748-4408
 Assessor Office 802-748-4272

Public Safety Building - Cleaning Checklist

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

Week of: _____

Small Kitchen Space & Storage

Description	Mon	Tue	Wed	Thu	Fri
Disinfect Counters					
Disinfect inside and outside of microwave					
Disinfect exterior and interior of refrigerator					
Disinfect light switches and door handles					
Mop kitchen floor (as needed [at least once weekly])					

Individual Office Spaces (Chief's Office, Captain's Office, Sergeant's Office, Squad Room)

Description	Mon	Tue	Wed	Thu	Fri
Disinfect any cleaned off desk or flat space					
Disinfect phones including earpieces					
Disinfect door knobs and light switches					
Dust chairs and wipe armrests (if applicable)					
Empty waste and recycling baskets and replace liners					
Vacuum Carpets (as needed [at least once weekly])					
Clean windowsills (as needed [at least once weekly])					
Mop Floors (as needed [at least once weekly])					

Conference / Training Room (as needed [at least every other week])

Description	Mon	Tue	Wed	Thu	Fri
Disinfect table space					
Dust chairs and wipe armrests (if applicable)					
Disinfect door knobs and light switches and window sills					
Sweep and mop floor (as needed)					

Bathrooms (one upstairs and one downstairs)

Description	Mon	Tue	Wed	Thu	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, Lobby, and Common Spaces

Description	Mon	Tue	Wed	Thu	Fri
Disinfect all flat empty tables and flat spaces					
Disinfect hand rails at stairs					
Disinfect door knobs and light switches and window sills					
Disinfect copiers and printers					
Empty waste and recycling receptacles and replace liners					
Vacuum Carpets (as needed [at least once weekly])					
Wash glass surfaces (monthly)					
Mop stairs and floors (as needed [at least once weekly])					

Processing & Holding Area

Description	Mon	Tue	Wed	Thu	Fri
Disinfect all flat tables, desks, shelves, chairs, and benches					
Disinfect door knobs and light switches and window sills					
Disinfect fingerprinting station and printer					
Empty waste and recycling receptacles and replace liners					
Wash glass surfaces (monthly)					
Mop floor (as needed [at least once weekly])					

Dispatch

Description	Mon	Tue	Wed	Thu	Fri
Disinfect all flat tables, desks, and shelves					
Disinfect door knobs and light switches and window sills					
Disinfect copiers and printers					
Dust chairs and wipe armrests (if applicable)					
Empty waste and recycling receptacles and replace liners					
Vacuum floors and carpets (as needed [at least once weekly])					
Mop floor (as needed [at least once weekly])					