

Daily Workstation Cleaning Report

For General Staff

Building

<input type="radio"/>	Elston	<input type="radio"/>	CST
<input type="radio"/>	Casola	<input type="radio"/>	Music
<input type="radio"/>	Stockade	<input type="radio"/>	Gateway
<input type="radio"/>	Begley	<input type="radio"/>	Kindl
<input type="radio"/>	Center City	<input type="radio"/>	175 Central

Room Type

<input type="radio"/>	Classroom	<input type="radio"/>	Office	<input type="radio"/>	Kitchenette
<input type="radio"/>	Reception	<input type="radio"/>	Conference	<input type="radio"/>	Lounge

Floor

<input type="radio"/>	1	<input type="radio"/>	3	<input type="radio"/>	5
<input type="radio"/>	2	<input type="radio"/>	4	<input type="radio"/>	6

Room #: _____

1. Put on latex gloves.
2. Remove visible soils.
3. Cover surfaces with supplied wipes.

Please check surfaces that were cleaned.

<input type="radio"/>	Door knobs
<input type="radio"/>	Light switches
<input type="radio"/>	Desk tops
<input type="radio"/>	Furniture
<input type="radio"/>	Telephones
<input type="radio"/>	Computer terminals
<input type="radio"/>	File cabinet faces

Please call Maintenance immediately to remove blood-born or bodily fluid contamination.

Date: _____

Time: _____

Name: _____

Note: _____
