



# Cleaning Checklist

## High-touch areas

- Light switches
- Door handles
- Elevator controls
- Bathroom sinks and stalls
- Coffee makers
- Water dispensers
- Microwave/toasters
- Vending machines
- Refrigerator door handles
- Copiers/scanners
- Break room tables and chairs
- Equipment for proposal binding
- Mail room surfaces
- Reception areas surfaces
- Conferences/board room surfaces

## Reception Desk

## Showroom

## Offices

## Warehouse

## Vehicles

## Bathroom

## Workstation