

Library/Learning Commons Disinfecting Checklist

Date and Time: _____ Site Inspected: _____ Inspector: _____

The Center for Disease Control and the Environmental Protection Agency (EPA) recommend using 70% isopropyl alcohol as an effective product for disinfecting against COVID-19, SARS-CoV-2, H1N1, and other Influenza A viruses. Also, Hypochlorous Acid is not a Pesticide, is food grade and requires no PPE, and it is listed on the EPA N list as an approved disinfectant. Be sure to follow the instructions on the label for disinfecting surfaces.

		YES	NO	N/A
1) EPA recommended and approved cleaners and disinfectants safe to use on furniture and electronics (remember, do not spray disinfectants directly onto electronics, spray a microfiber cloth, then wipe)				
	Evidence: 70% isopropyl alcohol			
	Evidence: Hypochlorous Acid			
	Evidence: IN-CIDE®			
	Evidence: H2Orange2®			
	Evidence: Genlabs® All Purpose Cleaner			
	Evidence: Lysol® Brand All Purpose Cleaner			
	Evidence: Lonza® Disinfectant Wipes Plus			
		YES	NO	N/A
2) Personal Protective Equipment (PPE)				
	Evidence: Mask			
	Evidence: Protective gloves			
	Evidence: Other			
		YES	NO	N/A
3) Hand sanitizing supplies in place and well stocked				
		YES	NO	N/A
4) Covid19/Influenza CDC signs in place				
		YES	NO	N/A
5) Entry/Exit doors:				
	Evidence: Handles			
	Evidence: Doorknobs			
	Evidence: Push bars			
	Evidence: Door frame			
	Evidence: Door edges			
	Evidence: Door push plate			
		YES	NO	N/A
6) Help Desk				
	Evidence: Counter top			
	Evidence: Edge of counter			
	Evidence: Remove community writing utensils			
	Evidence: Sign in area			
	Evidence: Shelf markers			
	Evidence: Other			

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	YES	NO	N/A
7) Librarian/Library Media Specialist/Learning Commons/Support Staff Furniture			
Evidence: Desktop			
Evidence: Desk edges			
Evidence: Drawer handles			
Evidence: Top of drawer when open			
Evidence: Writing utensils			
Evidence: Chair back			
Evidence: Chair seat			
Evidence: Chair arm rests			
Evidence: Under front of chair			
YES NO N/A			
8) Librarian/Library Media Specialist/Learning Commons/Support Staff Technology			
Evidence: Computer keyboard			
Evidence: Computer mouse			
Evidence: Computer touch screen			
Evidence: Mouse pad			
Evidence: Desk top phone handset			
Evidence: Phone key pad			
Evidence: Phone headset			
Evidence: Other device			
YES NO N/A			
9) Books and bookshelves			
Evidence: Book bindings			
Evidence: Books to be re-shelved			
Evidence: Top of bookshelves			
Evidence: Front of bookshelves			
Evidence: Side of bookshelves			
YES NO N/A			
10) Student tables and chairs			
Evidence: Table tops			
Evidence: Table edges			
Evidence: Under front of tables			
Evidence: Chair back			
Evidence: Chair seat			
Evidence: Chair arm rests			
Evidence: Under front of chair			

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11) Student technology			
Evidence: Computer keyboard			
Evidence: Computer monitor			
Evidence: Computer mouse			
Evidence: Mouse pad			
Evidence: Computer touch screen			
Evidence: Headphones			
Evidence: Other device			
	YES	NO	N/A
12) Soft seating, rugs, and carpets			
Evidence: Chair seat			
Evidence: Chair back			
Evidence: Chair arm rests			
Evidence: Couch seats			
Evidence: Couch back			
Evidence: Couch arm rests			
Evidence: Other soft seating			
Evidence: Floor rugs			
Evidence: High touch carpet areas			
	YES	NO	N/A
13) Whole Class Reading Zone			
Evidence: Pointer			
Evidence: Chart paper holder			
Evidence: Whiteboard/pens			
Evidence: Interactive flat panel			
Evidence: Television			
Evidence: Remote control			
Evidence: Plush toys or puppets			
	YES	NO	N/A
14) Presentation Space			
Evidence: Remote control			
Evidence: Microphone			
Evidence: Pointer			
Evidence: Television			
Evidence: Computer keyboard			
Evidence: Computer monitor			
Evidence: Computer mouse			
Evidence: White board/pens			