

Main Office/Lobby Disinfecting Checklist			
Date and Time: _____ Room Inspected: _____ Inspector: _____			
<i>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. Hypochlorous Acid is also an approved disinfectant and is listed on the EPA N list, is not a pesticide, and is food grade requiring no PPE. Be sure to follow the instructions on the label for disinfecting surfaces.</i>			
	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: Gloves		
	Evidence: Eye Protection		
	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/Jam		
	Evidence: Door edges		
	Evidence: Door push plate		
	Evidence: Door glass		

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	YES	NO	N/A
6) Visitor Reception Desk/Counter			
Evidence: Countertop			
Evidence: Edge of counter			
Evidence: Remove community writing utensils			
Evidence: Sign-in area			
Evidence: Telephone			
Evidence: Other			
	YES	NO	N/A
7) Support Staff Furniture (Repeat for all staff)			
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) Support Staff Technology (Repeat for all staff)			
Evidence: Computer keyboard			
Evidence: Computer mouse			
Evidence: Computer touch screen			
Evidence: Mouse pad			
Evidence: Desk top phone handset			
Evidence: Phone keypad			
Evidence: Phone headset			
Evidence: Other device			
	YES	NO	N/A
9) Student waiting area tables and chairs			
Evidence: Tabletops			
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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10) 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/carpets			