



OUTBREAK CLEANING/DISINFECTING CHECKLIST

Form A: High-Touch Cleaning (School in Session)

Use this form for cleaning and disinfecting when school is in session (students/staff present). Cleaning focuses on high-touch surfaces, cleaned and disinfected multiple times per day.

School Building: _____

Date: _____

Cleaned/Inspected By: _____

HIGH-TOUCH CLEANING TASKS

Check off each item as it is completed, or perform a post-cleaning inspection.	Date / Time _____ _____	Date / Time _____ _____	Date / Time _____ _____	Date / Time _____ _____
AREA 1 - EXTERIOR				
Door Knobs/Push Plates/Etc				
Hand Rails				
AREA 2 - ENTRANCES/LOBBIES				
Waste Receptacles				
Door Knobs/Push Plates/Etc				
Benches/Chairs/Armrests				
Countertops				
Hand Rails				
Vending Machines				
Drinking Fountains				
Elevator Push Buttons				

Notes on Area: _____



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	_____	_____	_____	_____
	_____	_____	_____	_____
AREA 3 - STAIRWELLS/ELEVATORS				
Hand Rails				
Elevator Push Buttons				
AREA 4 - OFFICES				
Door Knobs/Push Plates/Etc				
Desks				
Computer Mouse/Keyboard				
Waste Receptacles				
Soap/Towel/Tissue Dispensers				
Phones				
Light Switches				

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AREA 5 - CLASSROOMS				
Computer Mouse/Keyboard				
Door Knobs/Push Plates/Etc				
Waste Receptacles				
Soap/Towel/Tissue Dispensers				
Desks				
Toys				
Shared Equipment				
Light Switches				
AREA 6 - RESTROOMS				
Countertops/Sinks				
Toilet Seats				
Soap/Towel/Tissue Dispensers				
Door Knobs/Push Plates/Etc				
Waste Receptacles				
Faucet/Flush Handles				
Light Switches				

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AREA 7 - LOCKER ROOMS/SHOWERS				
Benches				
Soap/Towel/Tissue Dispensers				
Door Knobs/Push Plates/Etc				
Lockers				
Shower/Sink Faucets				
Toilet/Urinal Flush Levers				
Light Switches				
AREA 8 - GYMNASIUMS/EQUIPMENT				
Drinking Fountains				
Door Knobs/Push Plates/Etc				
Waste Receptacles				
Wrestling Mats				
Scales				
Weights/Barbells/Exercise Equipment				

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AREA 9 - FOOD PREP/DINING				
Vending Machines				
Dining Tables/Chairs				
Hand Rails				
Waste Receptacles				
Door Knobs/Push Plates/Etc				
Food Service Counters				
AREA 10 - AUDITORIUMS/THEATERS				
Door Knobs/Push Plates/Etc				
Waste Receptacles				
Vending Machines				
Hand Rails				

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AREA 11 - HALLWAYS/COMMONS				
Drinking Fountains				
Door Knobs/Push Plates/Etc				
Waste Receptacles				
Vending Machines				
Chairs/Benches/Tables				
AREA 12 - OTHER AREAS				
Vending Machines				
Coffee/Beverage Service				
Drinking Fountains				

Notes on Area: _____
