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| --- | --- | --- | --- | --- | --- | --- |
| **Workplace**  Cleaning Checklist | **Area** | **Method** | **Frequency** | **Notes** | **Date/Time** | **Initials** |
| Hand Towels | Replace | Every 2 hours |  |  |  |
| Wash Stations | Disinfectant | Every 2 hours |  |  |  |
| Phones/Devices/EFTPOS Machine | Disinfectant | Between use |  |  |  |
| Keyboards | Disinfectant | Twice Daily |  |  |  |
| Reception Desk | Disinfectant | Twice Daily |  |  |  |
| Door Handles | Disinfectant | Twice Daily |  |  |  |
| Countertops | Disinfectant | Twice Daily |  |  |  |
| Handrails | Disinfectant | Daily |  |  |  |
| Light Switches | Disinfectant | Daily |  |  |  |
| Hand/Tea Towels | Hot wash (60oC) | Daily |  |  |  |
| Rubbish Bins | Disinfectant | Daily |  |  |  |
| Floors | Bleach solution | Daily (ensure mop head clean) |  |  |  |
| Carpets | Vacuum | Daily (empty bag) |  |  |  |
| Wear PPE when cleaning and dispose of immediately afterwards.  Refer to Ministry of Health cleaning and disinfection advice. | Chairs | Disinfectant | Daily (avoid sharing) |  |  |  |
| PPE | Disinfectant | Daily (avoid sharing) |  |  |  |
| Kitchen Surfaces | Disinfectant | Before and after each use |  |  |  |
| Dishes | Dishwasher | After each use |  |  |  |
| Toilets | Disinfectant | After each use (handle/seat) |  |  |  |
| Equipment | Disinfectant | Before and after each use |  |  |  |
| Vehicle Cab | Disinfectant | Before and after each use |  |  |  |

