

Office Disinfection Checklist

Date:		
Item	Cleaned at (time)	Cleaned by (Custodian name/ signature)
Elevator buttons		
Computer keyboards and mouse		
Chairs		
Doors knobs/handles		
Table surfaces		
Staircase railing		
Light Switches		
Fridge handle		
Electric water kettle		
Microwave buttons		
Office stationery items such as staplers, pen etc.		
Reusable utensils like cups, glasses, plates and cutlery		
Water fountain or water filter machine		