

Sample Cleaning and Disinfection Schedule



Area/Place	Tools/Surfaces	Disinfection Method	Frequency	Date/Time Completed	Name of Person Completing the Task
Individual Employee Offices	Tables, chairs, phones	Disinfecting wipes	End of each day		
Conference Rooms	Tables, chairs, phones, markers	Disinfecting wipes on small surfaces; Disinfecting spray on larger surfaces such as tables	End of each meeting and end of each day		
Break Rooms	Tables, chairs, microwave, refrigerator, vending machines	Disinfecting wipes on small surfaces; Disinfecting spray on larger surfaces such as tables	At least four times per day; individual employees after use of any surfaces		
High Traffic Items	Door knobs, handles, faucets, sinks	Disinfecting wipes on small surfaces; Disinfecting spray on larger surfaces	At least four times per day; individual employees after use of any surfaces		
Reception Waiting Area	Tables, chairs	Disinfecting wipes on small surfaces; Disinfecting spray on larger surfaces such as tables	At least three times per day		