Cleaning & Sanitizing

*To help prevent the spread of COVID-19*

| Daily Cleaning Checklist | | | | | | | |  | HEAVY EQUIPMENT |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Week of: \_\_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_\_\_ | Mon | Tue | Wed | Thu | Fri | Sat | Sun |  | Individual operators to clean their own equipment at least twice per day, once at the end of the day. If operator changes, the equipment must be fully sanitized prior to new operator entering equipment. Gloves must be worn while operating equipment. Do not leave used towels in cab of vehicles, remove garbage daily. Use gloves when doing your pre-trip inspection. |
| Door handles (exterior/interior) |  |  |  |  |  |  |  |  |
| Cover latches (battery cover, engine cover, etc.) |  |  |  |  |  |  |  |  |
| 3 point contact supports (handles, railings, etc.) |  |  |  |  |  |  |  |  |
| Fuel cap |  |  |  |  |  |  |  |  |
| Cell phone |  |  |  |  |  |  |  |  |
| Hand controls |  |  |  |  |  |  |  |  |
| Foot controls |  |  |  |  |  |  |  |  |
| Steering wheel |  |  |  |  |  |  |  |  |
| Radio |  |  |  |  |  |  |  |  |
| CB Radio |  |  |  |  |  |  |  |  |
| Misc levers |  |  |  |  |  |  |  |  |
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Cleaning & Sanitizing

*To help prevent the spread of COVID-19*

| Daily Cleaning Checklist | | | | | | | |  | PICK-UPS & ONE TONS |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Week of: \_\_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_\_\_ | Mon | Tue | Wed | Thu | Fri | Sat | Sun |  | Individual drivers are required to clean their own vehicles at least once per day, at the end of the day. If the driver changes, the vehicle must be fully sanitized prior to new driver entering equipment. Do not leave used towels in cab of vehicles, remove garbage daily. Use gloves when doing your pre-trip inspection. |
| Door handles (exterior/interior) |  |  |  |  |  |  |  |  |
| Tailgate handles |  |  |  |  |  |  |  |  |
| Slip tank nozzle handle |  |  |  |  |  |  |  |  |
| Gas and slip tank fuel caps |  |  |  |  |  |  |  |  |
| Cell phone |  |  |  |  |  |  |  |  |
| Driver door (handle, windows, entire door) |  |  |  |  |  |  |  |  |
| Steering wheel (gear shift, signal lever, horn, etc.) |  |  |  |  |  |  |  |  |
| Dashboard |  |  |  |  |  |  |  |  |
| Windshield |  |  |  |  |  |  |  |  |
| Radio, CB Radio |  |  |  |  |  |  |  |  |
| Console, cup holders |  |  |  |  |  |  |  |  |
| Glove box and handle |  |  |  |  |  |  |  |  |
| Passenger door(s) |  |  |  |  |  |  |  |  |
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Cleaning & Sanitizing

*To help prevent the spread of COVID-19*

| Daily Cleaning Checklist | | | | | | | |  | HEAVY TRUCKS |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Week of: \_\_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_\_\_ | Mon | Tue | Wed | Thu | Fri | Sat | Sun |  | Individual operators to clean their own equipment at least twice per day, once at the end of the day. If operator changes, the equipment must be fully sanitized prior to new operator entering equipment. Gloves must be worn while operating equipment. Do not leave used towels in cab of equipment or vehicles. |
| Door handles (exterior/interior) |  |  |  |  |  |  |  |  |
| Tailgate handles/levers/latches |  |  |  |  |  |  |  |  |
| Water truck hoses and hand tools |  |  |  |  |  |  |  |  |
| 3-point contact handles/bars |  |  |  |  |  |  |  |  |
| Cell phone |  |  |  |  |  |  |  |  |
| Driver door (handle, windows, entire door) |  |  |  |  |  |  |  |  |
| Steering wheel (gear shift, signal lever, horn, etc.) |  |  |  |  |  |  |  |  |
| Dashboard |  |  |  |  |  |  |  |  |
| Windshield |  |  |  |  |  |  |  |  |
| Radio, CB Radio |  |  |  |  |  |  |  |  |
| Console, cup holders |  |  |  |  |  |  |  |  |
| Glove box and handle |  |  |  |  |  |  |  |  |
| Passenger door |  |  |  |  |  |  |  |  |
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Cleaning & Sanitizing

*To help prevent the spread of COVID-19*

| Daily Cleaning Checklist | | | | | | | |  | OFFICE |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Week of: \_\_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_\_\_ | Mon | Tue | Wed | Thu | Fri | Sat | Sun |  | Individuals need to be diligent in cleaning their own offices and workspaces. Shared offices require at least 2m (6ft) distancing between workers & workstations. Workstations must be cleaned before and after each use. While access to the office will be limited, the following is a list of items to be sanitized at least once per day. |
| **SHARED AREAS** |  |  |  |  |  |  |  |  |
| Main entrance door handles and deadbolts |  |  |  |  |  |  |  |  |
| Coy room and board room door handles |  |  |  |  |  |  |  |  |
| Photocopier buttons |  |  |  |  |  |  |  |  |
| All other door handles and deadbolts |  |  |  |  |  |  |  |  |
| Coffee machine, fridge handles |  |  |  |  |  |  |  |  |
| Cupboards and drawer handles |  |  |  |  |  |  |  |  |
| Garbage can lids |  |  |  |  |  |  |  |  |
| Boardroom table, tv buttons, speaker buttons |  |  |  |  |  |  |  |  |
| Chair arm rests |  |  |  |  |  |  |  |  |
| Railings (stairs) |  |  |  |  |  |  |  |  |
| Light switches |  |  |  |  |  |  |  |  |
| **WASHROOMS** *(to be sanitized after each use)* |  |  |  |  |  |  |  |  |
| Taps |  |  |  |  |  |  |  |  |
| Toilet flusher |  |  |  |  |  |  |  |  |  |
| Toilet seat |  |  |  |  |  |  |  |  |
| Countertops |  |  |  |  |  |  |  |  |
| Soap Dispenser |  |  |  |  |  |  |  |  |
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Cleaning & Sanitizing

*To help prevent the spread of COVID-19*

| Daily Cleaning Checklist | | | | | | | |  | OFFICE CON’t |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Week of: \_\_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_\_\_ | Mon | Tue | Wed | Thu | Fri | Sat | Sun |  | Individuals need to be diligent in cleaning their own offices and workspaces. Shared offices require at least 2m (6ft) distancing between workers & workstations. Workstations must be cleaned before and after each use. While access to the office will be limited, the following is a list of items to be sanitized at least once per day. |
| **INDIVIDUAL & SHARED OFFICES** |  |  |  |  |  |  |  |  |
| Cell phone |  |  |  |  |  |  |  |  |
| Telephone |  |  |  |  |  |  |  |  |
| Laptop, monitor edges and buttons |  |  |  |  |  |  |  |  |
| Keyboards and mouse |  |  |  |  |  |  |  |  |
| All dishes and cutlery before use |  |  |  |  |  |  |  |  |
| Filing cabinet handles |  |  |  |  |  |  |  |  |
| Desks |  |  |  |  |  |  |  |  |
| Garbage can lids |  |  |  |  |  |  |  |  |
| Recycle bins |  |  |  |  |  |  |  |  |
| TV buttons and remote |  |  |  |  |  |  |  |  |
| Whiteboard, markers and brush |  |  |  |  |  |  |  |  |
| Pens, pencils and other stationary |  |  |  |  |  |  |  |  |
| Light switches |  |  |  |  |  |  |  |  |
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Cleaning & Sanitizing

*To help prevent the spread of COVID-19*

| Daily Cleaning Checklist | | | | | | | |  | SHOP |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Week of: \_\_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_\_\_ | Mon | Tue | Wed | Thu | Fri | Sat | Sun |  | Mechanics to use their own individual tools as often as possible. Shared tools to be sanitized after each use. All employees who drop off equipment must sanitize the equipment and/or vehicles prior to leaving. A best practice for mechanics is to sanitize equipment again prior to repairs and always after repair is complete. |
| **SHARED AREAS** |  |  |  |  |  |  |  |  |
| Cell phone |  |  |  |  |  |  |  |  |
| All door handles and deadbolts |  |  |  |  |  |  |  |  |
| Railings (stairs) |  |  |  |  |  |  |  |  |
| Coffee machine, fridge handles |  |  |  |  |  |  |  |  |
| Cupboards and drawer handles |  |  |  |  |  |  |  |  |
| Printer buttons |  |  |  |  |  |  |  |  |
| Garbage can lids |  |  |  |  |  |  |  |  |
| Recycle bins |  |  |  |  |  |  |  |  |
| Filing cabinets |  |  |  |  |  |  |  |  |
| Chair arm rests |  |  |  |  |  |  |  |  |
| Laptop, surface, keyboard, mouse |  |  |  |  |  |  |  |  |
| Telephones |  |  |  |  |  |  |  |  |
| Whiteboards, markers, brush |  |  |  |  |  |  |  |  |
| Pens, pencils and other stationary |  |  |  |  |  |  |  |  |  |
| Key lock box |  |  |  |  |  |  |  |  |
| Caps for bulk liquid stations |  |  |  |  |  |  |  |  |
| Jerry cans |  |  |  |  |  |  |  |  |
| Light switches |  |  |  |  |  |  |  |  |

Cleaning & Sanitizing

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| Daily Cleaning Checklist | | | | | | | |  | SHOP CON’t |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Week of: \_\_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_\_\_ | Mon | Tue | Wed | Thu | Fri | Sat | Sun |  | Mechanics to use their own individual tools as often as possible. Shared tools to be sanitized after each use. All employees who drop off equipment must sanitize the equipment and/or vehicles prior to leaving. A best practice for mechanics is to sanitize equipment again prior to repairs and always after repair is complete. |
| **WASHROOMS** *(to be sanitized after each use)* |  |  |  |  |  |  |  |  |
| Taps |  |  |  |  |  |  |  |  |
| Toilet flusher |  |  |  |  |  |  |  |  |
| Toilet seat |  |  |  |  |  |  |  |  |
| Countertops |  |  |  |  |  |  |  |  |
| Soap Dispenser |  |  |  |  |  |  |  |  |
| **MECHANICS** |  |  |  |  |  |  |  |  |
| Hand tools (drills, wrenches, drives, etc.) |  |  |  |  |  |  |  |  |
| Lifts, levers, knobs |  |  |  |  |  |  |  |  |
| Compressor and attachments |  |  |  |  |  |  |  |  |
| All equipment dropped for repairs (pre and post repair) |  |  |  |  |  |  |  |  |
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Cleaning & Sanitizing

*To help prevent the spread of COVID-19*

| Daily Cleaning Checklist | | | | | | | |  | RETAIL |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Week of: \_\_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_\_\_ | Mon | Tue | Wed | Thu | Fri | Sat | Sun |  | Individuals need to be diligent in cleaning their own offices and workspaces. Shared spaces require at least 2m (6ft) distancing between workers & workstations. Workstations must be cleaned before and after each use. The following is a list of items to be sanitized at least once per day.  The best practice in retail is to close public restrooms. There will always be exceptions to the rule, but the effort to fully sanitize the restroom after each customer use in most cases impractical. |
| **SHARED AREAS** |  |  |  |  |  |  |  |  |
| Cell phone |  |  |  |  |  |  |  |  |
| All door handles and deadbolts |  |  |  |  |  |  |  |  |
| Railings (stairs) |  |  |  |  |  |  |  |  |
| Coffee machine, fridge handles |  |  |  |  |  |  |  |  |
| Cupboards and drawer handles |  |  |  |  |  |  |  |  |
| Printer buttons |  |  |  |  |  |  |  |  |
| Garbage can lids |  |  |  |  |  |  |  |  |
| Recycle bins |  |  |  |  |  |  |  |  |
| Filing cabinets |  |  |  |  |  |  |  |  |
| Chair arm rests |  |  |  |  |  |  |  |  |
| Laptop, surface, keyboard, mouse |  |  |  |  |  |  |  |  |
| Telephones |  |  |  |  |  |  |  |  |
| Whiteboards, markers, brush |  |  |  |  |  |  |  |  |
| Pens, pencils and other stationary |  |  |  |  |  |  |  |  |  |
| Light switches |  |  |  |  |  |  |  |  |
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| Daily Cleaning Checklist | | | | | | | |  | RETAIL |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Week of: \_\_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_\_\_ | Mon | Tue | Wed | Thu | Fri | Sat | Sun |  | Individuals need to be diligent in cleaning their own offices and workspaces. Shared spaces require at least 2m (6ft) distancing between workers & workstations. Workstations must be cleaned before and after each use. The following is a list of items to be sanitized at least once per day.  The best practice in retail is to close public restrooms. There will always be exceptions to the rule, but the effort to fully sanitize the restroom after each customer use in most cases impractical. |
| **CHECKOUTS/CUSTOMER** |  |  |  |  |  |  |  |  |
| Cell phone |  |  |  |  |  |  |  |  |
| Till buttons/screen/cash drawer |  |  |  |  |  |  |  |  |
| Counters/ belt |  |  |  |  |  |  |  |  |
| Debit machine and buttons |  |  |  |  |  |  |  |  |
| Stapler |  |  |  |  |  |  |  |  |
| Pens, pencils and other stationary |  |  |  |  |  |  |  |  |
| Garbage can lid |  |  |  |  |  |  |  |  |
| Recycle bins |  |  |  |  |  |  |  |  |
| Telephone |  |  |  |  |  |  |  |  |
| Door handles/deadbolts |  |  |  |  |  |  |  |  |
| Carts and baskets |  |  |  |  |  |  |  |  |
| Plant trays |  |  |  |  |  |  |  |  |
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