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NGSC Daily Cleaning Checklist

Name: _____ Date: _____

Please tick each item as you have completed cleaning them

<input type="checkbox"/>	Wipe down kitchen benches	Use disinfectant wipes/ sanitising spray and paper towel
<input type="checkbox"/>	Wipe down sanitiser dispensers	Use disinfectant wipes/ sanitising spray and paper towel
<input type="checkbox"/>	Vacuum carpet and floor area	Vacuum cleaner
<input type="checkbox"/>	Wipe down door and door frames of entry and exit doors	Use disinfectant wipes/ sanitising spray and paper towel
<input type="checkbox"/>	Clean toilet fixtures, door locks and taps	Use disinfectant wipes/ sanitising spray and paper towel
<input type="checkbox"/>	Wipe down bathroom sinks	Use disinfectant wipes/ sanitising spray and paper towel
<input type="checkbox"/>	Make sure toilets are stocked with toilet paper, soap and hand towel	Use disinfectant wipes/ sanitising spray and paper towel
<input type="checkbox"/>	Wipe down door handles on entry and exit doors	Use disinfectant wipes/ sanitising spray and paper towel
<input type="checkbox"/>	Wipe down handles on toilet doors and buttons	Use disinfectant wipes/ sanitising spray and paper towel
<input type="checkbox"/>	Wipe down fridge door	Use disinfectant wipes/ sanitising spray and paper towel
<input type="checkbox"/>	Wipe down stair handrails	Use disinfectant wipes/ sanitising spray and paper towel
<input type="checkbox"/>	Wipe down light switches and power points	Use disinfectant wipes (Make sure power is turned off first!)
<input type="checkbox"/>	Wipe down sink in kitchen	Use disinfectant wipes/ sanitising spray and paper towel
<input type="checkbox"/>	Spot clean marks on walls and mirrors	Use Windex and paper towel
<input type="checkbox"/>	Mop blue matting under bars and beam	Use mop with detergent and warm water, then spray with sanitiser spay
<input type="checkbox"/>	Wipe down any areas displaying dust	Use damp cloth

Signature _____