

PUBLIC AREAS CHECKLIST

Ok Needs Attn.

- | | | |
|---|--------------------------|--------------------------|
| Clean & dust wall, floor, carpet, mirror, furniture & any hard surfaces | <input type="checkbox"/> | <input type="checkbox"/> |
| Disinfect high touch point areas | <input type="checkbox"/> | <input type="checkbox"/> |
| Clear waste / trash | <input type="checkbox"/> | <input type="checkbox"/> |
| Manage musty odor (mouldy, damp smell) | <input type="checkbox"/> | <input type="checkbox"/> |
| Clean & disinfect restrooms | <input type="checkbox"/> | <input type="checkbox"/> |
| Set up hand soap / sanitizer dispenser in public areas and restrooms | <input type="checkbox"/> | <input type="checkbox"/> |
| Set up schedule for cleaning team to disinfect high touch points | <input type="checkbox"/> | <input type="checkbox"/> |

CLEAN & DISINFECT EVERY 2 HOURS

High Touch Points

- | | |
|---|--|
| <input type="checkbox"/> Room key / Keycards | <input type="checkbox"/> Screens & printers |
| <input type="checkbox"/> Door handles & push plates | <input type="checkbox"/> Reception desk counter |
| <input type="checkbox"/> Handrails / Doorknobs | <input type="checkbox"/> Table surface |
| <input type="checkbox"/> Glass surfaces & surrounds | <input type="checkbox"/> Switches |
| <input type="checkbox"/> Elevator buttons | <input type="checkbox"/> Public phones / Computers |
| <input type="checkbox"/> Escalator & stairwell railings | <input type="checkbox"/> Public toilet, sink, faucet |
| <input type="checkbox"/> Bell stand | <input type="checkbox"/> Sofa, chair & armrests |
| <input type="checkbox"/> Concierge | <input type="checkbox"/> Water fountains |

NOTE:

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RECOMMENDED SOLUTIONS

For Resuming Operations In

- PUBLIC AREAS -

- ANTIBACTERIAL HAND SOAP
- HAND SANITIZER
- HARD SURFACE CLEANER & DISINFECTANT (EPA APPROVED)
- GLASS CLEANER
- CARPET CLEANER
- FURNITURE POLISH
- RESTROOM CLEANER & DISINFECTANT
- AIR FRESHENER
- URINAL SCREEN

FOR EMPLOYEES
PPE/GLOVES/MASK/THERMOMETER