Cleaning/Disinfecting Log for Public Spaces

UMassAmherst | Environmental Health & Safety

Building name:_____

Sign and date log upon completing all tasks listed.

Post in designated custodian closet for building.

Clean and disinfect- high touch surfaces

- Doorknobs, handles, push plates, light switches
- Elevators buttons and rails (if applicable)
- Touch surfaces of chairs/benches
- Time clocks, touch pads
- Stair rails
- Vending machines
- Water fountains
- Restrooms (toilets, urinals, faucets)
- Table tops

Empty common waste repositories daily.

Date of Cleaning	Cleaned and disinfected high touch surfaces as listed above. (Mark with "X")	Date of Cleaning	Cleaned and disinfected high touch surfaces as listed above. (Mark with "X")