Cleaning/Disinfecting Log for Shared Work/Meeting Spaces

UMassAmherst | Environmental Health & Safety

Building name:_____Room: _____

Sign and date log upon completing all tasks listed.

Post in offices, conference rooms, copier rooms, and break rooms.

Clean and disinfect- high touch surfaces

- Shared computers, keyboards, and mouse
- Shared telephones
- Touch surface of chairs
- Shared desks
- Shared table tops
- Shared equipment and tools
- Markers, pens (it is recommended to not share these items.
- Doorknobs, handles, push plates, light switches

Empty trash into designated central repository

Date	Signature	Date	Signature