**Coronavirus (COVID-19) Daily Cleaning Checklist**

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| **Name of Business:** |  |
| **Location:** |  |
| **Date:** |  |
| **Checklist completed by:**  |  |

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|  | **Procedure** | **Completed** | **Signed**  |
| **Opening checks**  | All staff are trained in COVID-19 cleaning procedures.  |  |  |
| All staff are fit for work, clean uniform, showing no symptoms.  |  |  |
| All staff are wearing appropriate PPE know how to use/when to replace. |  |  |
| Hand wash/sanitising facilities in good order |  |  |
| Sufficient cleaning supplies available – disposable cloths, paper, detergent, disinfectant. |  |  |
| COVID-19 signage displayed and legible.  |  |  |
| All surfaces cleaned and sanitised prior to opening.  |  |  |
| Note down when each area is cleaned and sanitised (time plus reason if adhoc clean – shift change, bodily fluids etc. Copy and paste extra fields if required)  |
| **Area 1:** |  |  |  |
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| **Area 2:**  |  |  |  |
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| **Area 3:**  |  |  |  |
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|  | **Procedure** | **Completed** | **Signed** |
| **Closing checks** | All surfaces cleaned and sanitised.  |  |  |
| All waste double bagged and taken to be disposed of. Bags replaced in bins. |  |  |
| PPE all removed safely and in waste to be disposed of or appropriately cleaned. |  |  |
| Staff reminded not to come into work if exhibiting COVID-19 symptoms. |  |  |

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| **Any issues found and action taken to rectify** |
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| **Name** | **Position** | **Signature** |
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