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

|  |  |
| --- | --- |
| **Name of Business:** |  |
| **Location:** |  |
| **Checklist competed by:** |  |

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Procedure** | **Date completed** | **Signed** |
| **Staff** | Confirm all staff are trained in deep clean procedure |  |  |
| Confirm all members of staff have correct PPE and are trained in usage including safe removal and disposal.  Apron, Gloves, Mask, Goggles |  |  |
| Confirm all staff are wearing appropriate PPE and have sufficient replacements before entering the premises |  |  |
| **Equipment** | **Check all equipment is present and fit for purpose:** | | |
| PPE – apron, gloves, masks, goggles |  |  |
| Waste bags and labels |  |  |
| Laminated procedure instructions |  |  |
| Detergent |  |  |
| Disinfectant |  |  |
| Buckets |  |  |
| Disposable cloths/paper towels |  |  |
| Steam cleaner |  |  |
| **Confirm each area as required has undergone all stages of deep clean:** | | | |
| **Area 1:** | Cleaned |  |  |
| Disinfected |  |  |
| Waste disposed |  |  |
| Laundry |  |  |
| Completed |  |  |
| **Area 2:** | Cleaned |  |  |
| Disinfected |  |  |
| Waste disposed |  |  |
| Laundry |  |  |
| Completed |  |  |
| **Area 3:** | Cleaned |  |  |
| Disinfected |  |  |
| Waste disposed |  |  |
| Laundry |  |  |
| Completed |  |  |
| **Area 4:** | Cleaned |  |  |
| Disinfected |  |  |
| Waste disposed |  |  |
| Laundry |  |  |
| Completed |  |  |