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| **Daily Meeting Room Cleaning Checklist**  For the Week of: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | |
| **Task Completed** | **Monday** | **Tuesday** | **Wednesday** | **Thursday** | **Friday** |
| **Wipe and disinfect** – all tables and work surfaces |  |  |  |  |  |
| **Wipe and disinfect** – all door handles, cabinet handles, light switches |  |  |  |  |  |
| **Wipe and disinfect** – all chairs and armrests |  |  |  |  |  |
| **Wipe and disinfect** – keyboard, mouse, phone and remote controls or clickers |  |  |  |  |  |
| **Dust** – walls, door frames/hinges, clocks, window sills, picture frames, podium, sound systems, thermostats and projection screens |  |  |  |  |  |
| **Empty and change** – all trash and recycling bins |  |  |  |  |  |
| **Vacuum Floor** |  |  |  |  |  |
| **Weekly Meeting Room Cleaning Checklist** | | | | | |
| **Date and Time Completed** | | | | | |
| **Dust** – walls, ceiling and wall vents | Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Time:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | |
| **Monthly Meeting Room Cleaning Checklist** | | | | | |
| **Date and Time Completed** | | | | | |
| **Dust** – Table legs, Chair legs, Chair wheels | Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Time:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | |