**Task:**

* Daily, disinfect and check off the areas & items described below after **every shift**

**Office Area**

|  |  |
| --- | --- |
| **Task** | **Task Completed** |
| Desk Area |  |
| Office Equipment (Pens, Scissors, Staplers, etc.) |  |
| Office Phones |  |
| Computer (and Power Button) |  |
| Computer Accessories (Keyboard, Mouse, etc.) |  |
| Printers / Copiers Buttons |  |
| Desk | Done by Cleaning Service |
| Office & Common Area Doorknobs | Done by Cleaning Service |

**Laboratory Area**

|  |  |
| --- | --- |
| **Task** | **Task Result** |
| Lab Benches |  |
| Lab Computers Utilized |  |
| Lab Computer Accessories (Keyboard, Mouse, etc.) |  |
| Equipment Utilized |  |
| Equipment Controls (Knobs, Buttons, etc.) |  |
| Pipettes |  |
| Chemical Bottles Utilized |  |
| Office Equipment (Pens, Scissors, etc.) |  |
| Common Door Handles | Done by Cleaning Service |
| Faucets | Done by Cleaning Service |

**General Information**

* Put on new gloves to begin the disinfection process and wash your hands afterwards.
* If surfaces are dirty, they should be cleaned using soap and water **prior** **to** disinfection.
* For disinfection, most common EPA-registered household disinfectants should be effective.
  + 70% Isopropyl Alcohol (IPA)
  + At least 0.1% Bleach solution
* Ensure a contact time of **at least 1 minute** for the disinfectant and allow proper ventilation during and after application.
* Be diligent about cleaning **ALL** common touch points on-site