



COVID-19 Cleaning and Disinfection Log Template

Location: _____

New York State (NYS) [requires](#) regular cleaning and disinfection at least every day, and more frequent cleaning and disinfection of shared objects (such as tools), frequently touched surfaces, and high transit areas, such as restrooms and common areas.

- Examples of high-touch surfaces and objects include meeting tables, chair armrests, doorknobs, cabinet pulls, refrigerator door handles, faucets, toilets and light switches.
- Please review the New York City Department of Health and Mental Hygiene’s [guidance on cleaning and disinfection](#).
- Cleaning and disinfection must be performed with products identified by and registered with the Environmental Protection Agency (EPA) as effective against COVID-19. To find a list of products that meet the EPA’s criteria, use their [interactive tool](#).

This is a sample log designed to help you comply with the NYS requirements. Tailor it to your setting.

Date	Time	Type of Cleaning		Staff Responsible for Cleaning	Staff Signature	Notes	Manager Initials
		Regular daily cleaning	High touch surfaces/high transit areas				
		<input type="checkbox"/>	<input type="checkbox"/>				
		<input type="checkbox"/>	<input type="checkbox"/>				
		<input type="checkbox"/>	<input type="checkbox"/>				
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