

### Weekly Cleaning

Enter the date tasks are performed in the Date box and mark yes for each task that is completed.

Sign for each date at the completion of all tasks.

Operations /Quality Manager will verify tasks are performed and sign/date form at the end of the week.

#### WEEKLY CLEANING Performed by contracted Janitorial Service

Dusting horizontal surfaces and wall - mounted pictures

yes  no

Date

Disinfect phones

yes  no

Date

Clean and polish water fountains and surrounding areas including floors and walls

yes  no

Date

Clean trash cans

yes  no

Date

Clean interior glass doors and windows

yes  no

Date

Clean and disinfect commodes/urinals, waste receptacles, floors, clean all restroom walls and stall dividers with a disinfectant solution, clean wash basins and mirrors, replenish paper products and soaps, clean any dispensing units, dust ceilings, vents and walls

yes  no

Date

Brush wall registers/vents as needed

yes  no

Date

Inspect for and clean cobwebs as needed

yes  no

Date

Signature

#### Weekly Cleaning Performed by warehouse personnel

Wipe down Shrink wrapper and pallet jack to prevent excess dust build up

yes  no

Date

Signature

Verified By

Date

Submit

Print