

# CORONAVIRUS CLEANING & DISINFECTING CHECKLIST



Districts must follow the **OHA guidance** for cleaning to comply with Oregon OSHA standards. In the event there is not OHA guidance, you may use CDC guidance or other nationally-recognized advice. The accepted standard for cleaning a facility that is used by the general public is a minimum of twice each business day, except for shared equipment and areas. Those shared items must be cleaned between users. Your district will need to assess how often you need to clean based on the use of the facility. It is also important to consider the value of public

perception by implementing frequent cleaning practices. If you use a vendor, ask them for a checklist of items to be cleaned and disinfected during each cleaning. Ensure that they are cleaning to an acceptable level to ensure a healthy and safe workplace. It should include a high level of detail.

**These are suggested items for consideration and should be tailored for your district based on facility usage.**

## **General Cleaning and Disinfecting**

- Light switches, walls, doors, door frames, vertical surfaces using approved disinfectants
- Desks and counters
- Dispose of waste and replace liners
- Remove recycling to recycle bin
- Inside / outside waste and recycle bins
- Drinking fountains
- Hand sinks and fixtures
- Doorknobs and handles
- Windowsills
- Partition tops and edges
- Picture frames and light fixtures
- Baseboards
- Furnitures
- Stair handrails



- Monitors, keyboards, and electronic equipment (printer, fax, scanners, etc.)
- Conference room furniture and monitor screen
- Place all recyclables in the proper container(s)
- Remove cobwebs
- Tops and face of lockers, storage cabinets, etc.
- High dusting, air ducts, grills, vent covers, and piping
- Wipe clean window blinds - Clean and disinfect touchpoints
- Whiteboards / blackboards
- Deep clean common areas

### **Carpet and Rugs**

- Vacuum rugs, carpet, and mats using a HEPA filtered vacuum if possible
- Properly arrange tables, desks, and chairs to ensure 6-foot physical distancing
- Detail vacuum including corners and edges

### **Hard Surface Floors**

- Mop using neutral cleaners and disinfectant
- Detail sweep / dust mop hard surface floors including corners and edges
- Properly arrange all tables, desks, and chairs to ensure 6-foot physical distancing

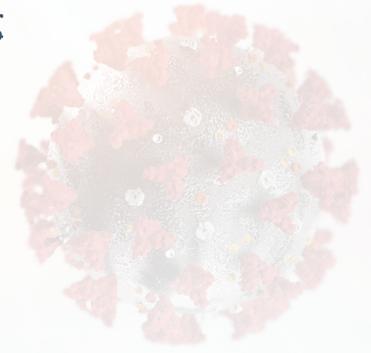
### **Bathrooms Cleaning and Disinfecting**

- Walls, doors, partitions, and lockers
- Horizontal surfaces: counter dispensers, toilets, ledges, and shelves
- All touchpoints: door handles, kickplates, light switches, toilet handles, dispenser handles, fixtures, etc.
- Toilets and urinals including bases
- Polish fixtures
- Mirrors
- Dispose of waste and replace liners
- Waste receptacles focus on touch areas
- Wet mop floors using disinfectant and clean water
- Restock hand soap, paper disposables, and air fresheners as needed
- High dusting: air grills, ceiling fixtures as needed
- Detail clean showers / stalls (if applicable)



## **Breakrooms / Kitchens Cleaning and Disinfecting**

- Vertical surfaces: cabinets, appliances, and walls
- Horizontal surfaces: tables, counters, and appliances
- Sinks and faucets
- Restock paper disposables
- Inside and outside of microwaves
- Outside of refrigerator



## **Entry Ways / Lobbies Cleaning and Disinfecting**

- Entrance doors
- Partitions and mirrors
- Detail clean and disinfect entry doors and hardware
- Detail clean and disinfect elevator inside / out focusing on high touch areas (If applicable)
- Inside windows and sills

If you have any additional questions, please contact the Risk Management Department at [riskmanagement@sdao.com](mailto:riskmanagement@sdao.com).



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