

Cleaning Log: Quarantine, Storage and Receiving Area

Year: _____

Complete once per week unless specified otherwise. Date/initial when completed and check each task that was completed

Date:								
Initials								
Clear walk ways								
Remove empty boxes								
Countertops/shelves are cleaned/wiped down								
Storage cabinets/bins are cleaned interior and exterior (remove all contents to clean interior)								
Transport carts cleaned								
Chairs cleaned								
Refrigerator shelves cleaned								
Disinfect Ice Maker Scoop								
Confirm/ensure all items are stored with labels are facing the front * monthly check only								
Confirm/ensure supplies are not be placed directly on the floor. *monthly check only								
Confirm supplies are stored at least 18 inches from ceiling <i>*monthly check only</i>								