

Entrances & Hallways Cleaning Checklist

Use the checklist below to make sure your entrances & hallways stay in tip top shape! Add your own unique tasks and have your staff initial as each task is completed.

DATE: _____

| TASK | TIMES | STAFF INITIAL | MGMT. INITIALS |
|--|-------|---------------|----------------|
| Clean and disinfect handrails | | | |
| Clean and disinfect water fountains | | | |
| Disinfect door handles | | | |
| Clean door frames and windows | | | |
| Disinfect lockers | | | |
| Disinfect locker handles | | | |
| Disinfect handicap door switches | | | |
| Disinfect light switches | | | |
| Clean and disinfect chairs and seating | | | |
| Clean and disinfect TV's/TV Remotes | | | |
| Clean blinds | | | |
| Clean and disinfect trash/recycling bins | | | |
| Dust and clean clocks | | | |
| Dust and clean display cases | | | |
| Clean and disinfect ATM's | | | |



Entrances & Hallways Cleaning Checklist

Use the checklist below to make sure your back of house stays in tip top shape! Add your own unique tasks and have your staff initial as each task is completed.

DATE: _____

| | | | | | | |
|-----------|--|---|-----------|---|---|--|
| 1 | 3M™ Glass Cleaner Concentrate Concentrado de limpieza para vidrios 3M™ |  | 4 | 3M™ Bathroom Disinfectant Cleaner Concentrate Concentrado de limpieza desinfectante para baños 3M™ | 7 | 3M™ Food Service Degreaser Concentrate Concentrado desengrasante para áreas de servicios de comidas 3M™ |
| 2 | 3M™ Heavy Duty Multi-Surface Mark Remover Concentrate Concentrado removedor de marcas para múltiples superficies de alta resistencia 3M™ | | 5 | 3M™ Quat Disinfectant Cleaner Concentrate Concentrado de limpieza desinfectante cuaternario 3M™ | 8 | 3M™ General Purpose Cleaner Concentrate Concentrado de limpieza de propósito general 3M™ |
| 3 | 3M™ Neutral Cleaner Concentrate Concentrado de limpieza neutro 3M™ |  | 6 | 3M™ Speed Stripper Concentrate Concentrado rectificador rápido 3M™ | 13 | 3M™ Deodorizer — Fresh Scent Concentrate Desodorizante 3M™ — Concentrado con aroma fresco |
| 22 | 3M™ Floor Stripper LO Concentrate Concentrado LO rectificador de suelos 3M™ | | 34 | 3M™ Peroxide Cleaner Concentrate Concentrado de limpieza de peróxido 3M™ | 15 | 3M™ Non-Acid Disinfectant Bathroom Cleaner Concentrate Concentrado de limpieza para baños desinfectante no ácido 3M™ |
| 23 | 3M™ Neutral Quat Disinfectant Cleaner Concentrate Concentrado de limpieza desinfectante cuaternario neutro 3M™ | | 35 | 3M™ Clean & Shine Daily Floor Enhancer Limpiador y Sellador De Pisos Concentrado Para Uso Diario Clean & Shine | 16 | 3M™ Sanitizer Concentrate Concentrado desinfectante 3M™ |
| 24 | 3M™ 3-in-1 Floor Cleaner Concentrate Concentrado de limpieza para suelos 3 en 1 3M™ |  | 40 | 3M™ Disinfectant Cleaner RCT Concentrate Concentrado de limpieza desinfectante de ensayo clínico aleatorizado (RCT) 3M™ | 17 | 3M™ Glass Cleaner and Protector Limpiador y protector de vidrios 3M™ |
| 25 | 3M™ HB Quat Disinfectant Cleaner Concentrate Concentrado de limpieza desinfectante cuaternario HB 3M™ | | 41 | 3M™ MBS Disinfectant Cleaner Fresh Scent Concentrate El Limpiador Concentrado Desinfectante con Aroma Fresco MBS 3M™ | | |
| 26 | 3M™ Industrial Degreaser Concentrate Concentrado desengrasante industrial 3M™ | | 42 | 3M™ MBS Disinfectant Cleaner Concentrate Limpiador Desinfectante Concentrado MBS 3M™ | | |
| 27 | Scotchgard™ Extraction Cleaner Concentrate Concentrado de limpieza de extracción Scotchgard™ |  | 44 | 3M™ Bathroom Cleaner Concentrate Concentrado de limpieza para baños 3M™ |  | |
| 28 | Scotchgard™ Pretreatment Cleaner Concentrate Concentrado de limpieza para tratamientos previos Scotchgard™ |  | 51 | 3M™ Bathroom & Shower Cleaner Concentrate Concentrado de limpieza para baños y duchas 3M™ | | |