

OLSS COVID-19 CLEANING & DISINFECTING LOG

THROUGHOUT THE SCHOOL					
DATE	TIME	CHECK ✓	AREA	NOTES	STAFF INITIALS
			Light switches & plates		
			Door Handles		
			Handrails		
			Water Fountains		
			Elevator Buttons (if applicable)		
			HVAC Vents		
SCHOOL OFFICE					
			Desktops		
			Seats		
			Equipment (copier, fax)		
			Phones		
			Door Handles		
			Touchscreens		
			Keyboards		
			Public Address System		
			Shared Binders		
			Community use pens/pencils		
			Countertops		
PROVIDENCE ROOM					
			Tables		
			Chairs		
			Light switches & plates		
			Garbage Cans		
			Recycle Bins		

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RESTROOMS					
DATE	TIME	CHECK ✓	AREA	NOTES	STAFF INITIALS
			Door handles		
			Faucet handles		
			Paper towel dispensers		
			Soap dispenser buttons		
			Toilet paper dispensers		
			Toilet flush handles		
			Toilet doors, handles, & locks		
CHESAPEAKE ROOM					
			Door Handles		
			Tables		
			Chairs		
			Shared sports equipment		
			Staircase rails		
			Landing rails		
OUTDOOR AREAS					
(Routine cleaning only; CDC does not recommend disinfecting)					
			Outdoor classroom tables		
			Outdoor classroom desks		
			Outdoor classroom tables		
			Playground equipment		
			Swings		
			Door handles		
			Outdoor rails		
			Other outdoor equipment used		

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CLASSROOMS						
CLASS ROOM	DATE	TIME	CHECK ✓	AREA	NOTES	STAFF INITIALS
				Teacher's desktop		
				Student desktops		
				Tables		
				Door handles		
				Cabinet handles		
				Light switches & plates		
				Touchscreens		
				Keyboards		
				Class equipment (pencil sharpeners, etc.)		