SANFORD SITE AREA CLEANING CHECK-LIST

Keeping Sanford safe while we help to provide food to others

Cleaning and sanitation is required every 4 hours for each day of operation on areas that have been continuously used. This checklist is supplementary to your standard operational cleaning schedule. This is for all general surface areas for common areas. Our aim is to operate a workplace that is one of the safest places for you to be at this time.

Site: _____

	Time Checks (write the times of the checks below and tick the corresponding box)														
Items to Check	Time e.g. 6am														
RUBBISH REMOVED - All rubbish removed from all areas, floors, toilets, canteen and disposed of into bins.															
SCRUBBED and RINSED - All areas, equipment, floors, walls etc thoroughly hosed															
CLEAN UP and SANITISE - Clean, wipe and sanitise the following contact surfaces:															
On Site:															
Clock in/out areas including fingerprint scanners	✓														
Alarm keypads	✓														
Refill sanitiser bottles/stations	✓														
Switches: including isolation switches	✓														
All doors, handles, knobs, push plates	✓														
All handrails on stairs	✓														
Chairs, Tables and Desks	✓														
Fridge handles	✓														
Sinks and bench tops	✓														
Stove top	✓														
Microwave buttons and door	✓														
Forklift steering wheel, handles	✓														
Toilets:															
Toilet bowl and brush	✓														
Toilet roll holder	✓														
Doors and handles	✓														
Hand wash basins	✓														
Hand Dryer	✓														
Paper towel holder	✓														
Shower controls	✓														
Signature/Initials															