

Hall checklist

WEEK BEGINNING:	Mon	Tue	Wed	Thurs	Fri
Soap dispenser					
Tray of paper towels					
Disinfectant spray					
Disposable cloths					
Re-usable cloths					
Disinfectant wipes					
Disposable gloves					
Disposable masks					
Hand sanitiser					
Cloth bucket (for re-usable cloths)					
Recycling bin					
Rubbish bin					
PPE bucket (to dispose of disposable gloves, disposable masks, disposable cloths)					

Hall cleaning procedures checklist

START OF THE DAY	Mon	Tue	Weds	Thurs	Fri
Wedge open all doors					
Open windows as wide as possible					
Set up computer – wipe down after touching					
Ensure there is nothing unnecessary on surfaces					
THROUGHOUT THE DAY					
Wipe down surfaces/handles/doors/ equipment after touching them					
Use hand sanitiser when entering the room					
Ensure the correct bins are being used to dispose of items					
END OF THE DAY					
Wipe down all surfaces					
Wipe down door handles					
Wipe down light switches					
Wipe down window handles and window sills					
Wipe down door handles as you leave					
Wipe down computer/IWB – keyboard, mouse, power button					