

## Healthy Office Sanitizing Checklist

Use disinfecting wipes to wipe down all "touch" surfaces. Let air-dry, to allow time for bacteria & viruses to be killed.  
**If you prefer, call Daystar now to schedule your office cleaning *with* Sanitizing!**

<b>Throughout Entire Office:</b>	
<b>For touch screens, use a sanitizer spray on micro fiber cloth and wipe carefully.</b>	
Exterior door handles & key pads - inside & out	
Security keypad (with permission)	
Thermostats (with permission)	
Light switches on walls	
Interior door knobs/handles - inside & out	
Closet handles	
Remotes for lights/fans - dry-damp, not wet	
Remotes for TV, other devices - dry-damp	
Lamp switches	
Ceiling fan pulls (if not fabric)	
Non-fabric chair & couch arm rests	
Hand rails	
Workout equipment handles (with permission)	
Anything else which is handled often	
Phone buttons & receiver	
Trash can lids	
Printer/Copier buttons	
FAX buttons	
File cabinet handles	
Time clock	
Elevator buttons	

<b>Bathrooms: (In addition to Entire Office)</b>	
Sink, faucet & handles	
Soap/lotion dispensers	
Counter top & items on counter	
Cabinet handles/pulls	
Soap dispenser	
Toilet, including handle	
Toilet paper rod/holder	
Toilet brush handle	
Child stool/equipment	
Trash can lid	
Door latches/knobs/handles	
Paper towel dispenser	

<b>Break Room: (In addition to Entire Office)</b>	
Microwave push button areas & handle/button	
Refrigerator handles	
Refrigerator door water/ice buttons/pad	
Buttons/pads on coffee pot & other appliances	
Coffee pot handle	
Sink	
Sink faucets & handles	
Sink sprayer (including those attached to faucet)	
Soap and lotion dispensers	
Counter/Table tops	
Upper & Lower cabinet handles/pulls	
Chair arm rests	
Water cooler buttons	
Water fountain	

<b>Offices: (In addition to Entire Office)</b>	
Desk tops - with cleaning polish	
Desk Drawer handles	
Non-fabric chair backs and arm rests	
Staplers, hole punch, other "touchables"	
Light/fan switches	
Phone Receiver & Buttons	
File cabinet handles	
Cabinet handles/pulls	

<b>For Client Only: Shut down computer, equipment. Make sure disinfecting wipe is dry-damp, not wet.</b>	
Computer keyboard & mouse	
Computer buttons	
Printer buttons/pads	
Calculator buttons	
Smartphone - follow recommended guidelines	