**🧼 LOBBY & SANITATION ROUTE CARD**

**Area:** Lobbies, Hallways, Entrances  
**Date:** \_\_\_\_\_\_\_\_\_\_  
**Shift:** ☐ Morning ☐ Midday ☐ Evening  
**Assigned To:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
**Time In:** \_\_\_\_\_\_\_\_\_\_ **Time Out:** \_\_\_\_\_\_\_\_\_\_

**✅ REQUIRED SUPPLIES**

* Disinfectant spray or wipes (hospital-grade or approved)
* Multi-surface cleaner
* Glass cleaner
* Microfiber cloths
* Duster (extendable for high areas)
* Broom & dustpan
* Dust mop (wide hallway type)
* Mop & bucket or auto scrubber
* Gloves / PPE

**📋 TASK CHECKLIST**

**1. 🖐 HIGH TOUCHPOINT SANITATION**

* Wipe all door handles (inside and out)
* Sanitize elevator buttons and handrails
* Disinfect light switches, push plates, intercoms
* Sanitize security desk surfaces and equipment (phones, keyboards, radios)
* Wipe handrails on stairways and ramps

**2. 🪑 TABLES, CHAIRS, BENCHES (COMMON AREAS)**

* Wipe down all tables and chairs in lobby areas
* Clean and disinfect benches or seating in hallways
* Spot check for gum, spills, or stains under furniture
* Straighten furniture as needed

**3. 🧹 LOCKERS, WALLS & HIGH AREAS**

* High dust ledges, vents, light fixtures, and tops of lockers
* Wipe all locker fronts, handles, and sides
* Spot clean hallway and lobby walls
* Remove any scuff marks or dirt buildup

**4. 🪟 GLASS & MIRRORED SURFACES**

* Clean all interior/exterior glass doors and panels
* Wipe down glass turnstiles and security barriers
* Clean glass walls and dividers in lobbies
* Spot clean any glass fingerprints or smudges throughout

**5. 🧽 COUNTERTOPS, SECURITY DESKS & FIXTURES**

* Disinfect all countertops in reception and check-in areas
* Wipe down security desks, podiums, and fixtures
* Clean computer screens, badge readers, and shared devices (if allowed)

**6. 🧹 FLOORS – ENTRANCES & HALLWAYS**

* Sweep all lobby entrances and vestibules
* Mop entrances with floor-safe disinfectant
* Dust mop all main hallways and side corridors
* Spot mop spills or stains in hallways
* Ensure mats are in place and properly aligned

**🧾 FINAL CHECK**

* All touchpoints sanitized
* No visible debris, streaks, or trash left behind
* All supplies returned and equipment cleaned
* Note any maintenance or safety issues observed

**📋 SIGN-OFF**

* **Completed By (print name):** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* **Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* **Supervisor Review (if required):** ✅ / ❌
* **Comments / Maintenance Needed / Supplies Low:**