

Coronavirus protocols sanitation checklist

Instructions: This checklist must be completed each day and the sanitation areas/times documented for record. This inspection checklist must be kept on file for reference. This schedule should be followed from 6:00 AM – 10:00 PM

Sanitation / Disinfection Area	Time								
Lobby / Front Desk									
Public space door handles									
Public space desks, tables, chairs									
Public space phones									
Hand rails									
Push Plates									
Vending / ice machines									
Elevator controls and inside walls / doors									
Counters / hard surfaces that can be touched									
Pens used by guests									
Luggage carts									
Sanitation / Disinfection Area	Time								
Public Restrooms									
Door handles									
Sinks, faucets and toilet handles									
Towel dispenser handle									
Soap dispenser push plates									
Baby changing station									
Trash receptacle touch points									
Sanitation / Disinfection Area	Time								
Restaurant and back of the house									
Door handles and push plates									
Handles of all equipment doors and operation push pads									
Handles of the dispensers (beverage, etc.)									
Ice scoops									
Walk-in and other refrigeration handles									
Walk-in freezer plastic curtains									

Sanitation / Disinfection Area	Time								
Freezer handles									
Cook line surfaces and reach-in handles									
Hand washing sinks									
Soap dispensers									
Restaurant furniture									
Menus									
Telephone keypads and hand sets									
Receipt holders									

Legionella Prevention						
Public Space, Restaurants, and Rooms						
Run hot & cold water in sinks, showers, and other taps 5 minutes every other week. Flush toilets. (doing this weekly is better)	Date	Date	Date	Date	Date	Date
Keep hot water storage tanks at a minimum of 130 degrees						
Spas should be drained if not in use						
Pool chemistry levels and filtration must be maintained if they contain water.						
Ice machines must be emptied, and water shut off.						
Clean/Disinfect Ice machines before restarting						