

NY Forward Plan for Reopening Businesses

Daily Cleaning Log

Not all inclusive. Cleaning and disinfection to be done per [Company Name] guidelines (based on NYSDOH & CDC guidance). Regular cleaning and disinfecting of restrooms must be ensured. Restrooms should be cleaned more often depending on frequency of use. Regular cleaning and disinfection of the work site must be conducted, as well as more frequent cleaning and disinfection for high risk areas used by many individuals and for frequently touched surfaces.

Area Cleaned	Time	Time	Time	Cleaning Employee
Jobsite Trailer: Including door handles, desktops, desk chairs, conference room tables and chairs, computers and keyboards, photocopier, plan table, bathroom, water cooler.	☐ AM ☐ PM	☐ AM ☐ PM	☐ AM ☐ PM	
Jobsite Access Areas: door handles, push bars, stair rails, window handles, elevators, personnel hoists,	☐ AM ☐ PM	☐ AM ☐ PM	☐ AM ☐ PM	
Common Bathrooms: Stall doors, toilet/urinal flush handles, sink area and countertop, faucet and faucet handles, soap dispenser, towel dispenser	☐ AM ☐ PM	☐ AM ☐ PM	☐ AM ☐ PM	
Touchpoints	☐ AM ☐ PM	☐ AM ☐ PM	☐ AM ☐ PM	
Tools and Equipment	☐ AM ☐ PM	☐ AM ☐ PM	☐ AM ☐ PM	
Additional Items For portapotties, attach cleaning receipt from rental company.	☐ AM ☐ PM	☐ AM ☐ PM	☐ AM ☐ PM	
Disinfectant Used: List Brand Name or Description				
Scope: (Describe cleaning. Indicate dwell time. Other comments):				
Date:	Time:	Job #:		
Job Name:				
Cleaning Performed by:				
Supervisor:				
Safety Monitor:				