

Cleaning and Disinfecting Work - Checklist

(updated 5/4/2020 to reflect COVID-19 specific actions)

The following checklist should be used along with Form 1181A when performing inspection of cleaning performed by GSA custodial contractors.

Facility Name: _____ Date: _____

Contractor: _____

Person completing checklist: _____

Disinfectant product(s) used in cleaning: _____

Before cleaning and disinfecting work has begun

Has cleaning and disinfecting staff (contractor) completed blood-borne pathogens training? (OSHA 29 CFR 1910.1030)	
Does contractor have minimum PPE? (disposable gloves, masks etc as suggested by the cleaning product labels)	
Is the proposed disinfectant, EPA registered for use on COVID-19? (compare the ingredients to ensure they match one or more products on EPA's list)	
For COVID-19 incidents: have the areas been closed off for up to 24 hours before cleaning, as feasible? (Note: some areas may not be able to be closed off for extended periods.)	
For COVID-19 incidents: Has contractor coordinated with the O&M to ensure adequate air circulation?	

During and after cleaning and disinfecting work

Have all solid, high-contact surfaces been disinfected? (look for visible wetness on surfaces and adhere to contact time suggested by product label)	
Have all the building areas requiring cleaning been cleaned and disinfected?	

For buildings with historic features and fine art (consult RFAO or RHPO as needed)

Ensure decorative surfaces and artwork are not cleaned. Ensure only disinfectant wiping and no spraying on adjacent surfaces.	
Ensure contractor does not fog or use damaging products on historic materials. (ammonia, peroxides, acids, alcohol, or chlorine bleach)	