

BGC of Columbia COVID-19 Cleaning Checklist

*Note: Gloves should be worn for all of the cleaning duties below.

Program Areas (Hourly/Daily)

- Using a disinfectant and towel, wipe down materials hourly
- Spray door handles & wipe down hourly
- Floors vacuumed or swept and mopped daily (cleaning service)
- At the end of every day, spray tables with disinfectant & let sit for 10 min. Then wipe dry
- At the end of every day, spray inside of windows with a window cleaner and wipe dry
- Daily: clean dirty areas
- Daily: clean out trash containers (cleaning service)
- Technology devices & smartboards

Bathrooms (Hourly/Daily)

- After each group of members, using a disinfectant, spray down highly touched objects, such as doors, sinks, toilets, urinals and partitions & let sit for 10 min. Then wipe dry
- Floors swept and mopped daily and as needed.
- At the end of every day, wipe walls with disinfectant and then wipe dry
- At the end of the day, wipe trash containers, dispensers, paper towel holder, hand soap dispenser, counter.
- Daily, clean mirrors & entire restroom (cleaning service)
- Daily, check product dispensers

Gym (Hourly/Daily/Weekly)

- Using a disinfectant and towel, wipe down highly touched objects.
- Floors swept daily and mopped weekly (cleaning service)
- Between groups (as needed) and for sure twice daily, walls will be sprayed with disinfectant & wiped down
- At the end of every day, dust stage floor & spray disinfectant
- Using disinfectant and towel, wipe down gym door handles

Intake Area (Each Use/Hourly/Daily)

- At the end of every day, Alcohol wipe off No touch Thermometer
- Using disinfectant wipe down table & let sit for 10 min at the end each drop off & pick up time
- Wipe down laptop / check in computer every time a new staff member needs to use it (before use)
- Spray & Wipe down door handles with disinfectant every hour. (Between Uses during Drop off / pick up)
- Spray Doors with Window Cleaner & Wipe Dry (After Close every Day)

Kitchen (Each Use/Daily)

- Before and after food prep, clean and sanitize food prep surfaces. After the 10 minutes, give the surface a quick wipe down
- Clean food preparation appliances after each use. At the end of the day, sanitize also. (Chef)

Common Areas (Each Use/Hourly)

- Using a disinfectant and towel, wipe down highly touched objects.
- Floors vacuumed or swept and mopped daily (cleaning service)
- Clean and sanitize keyboards, doorframes, wall surfaces, time clock, phone receivers daily when used by the same person.
- At the end of every day, spray outside of windows with window cleaner & wipe dry with a cloth. (cleaning service)
- Hourly, Spray Door/stair Handles in Hallways with disinfectant & let sit 10 min. Then wipe dry with a cloth.
- Hourly, Spray countertops with disinfectant & wipe dry with a cloth.
- At the end of the day, spray countertops with disinfectant & let sit for 10 min. Then wipe dry with a cloth.