

# Non-Custodial Disinfecting Checklist

Custodians are only responsible for disinfecting facility-related items that are typically attached to the building, so personal items and many items not attached to the building are the responsibility of other staff to disinfect. Use this checklist as a guide and understand that this list might not include everything. If you encounter surfaces and items that are not on this list but are not facility-related, please disinfect those as well.

This checklist includes common surfaces and items that need to be disinfected. Bold items, whenever possible, should be disinfected between users. If between users is not feasible, they should be disinfected between classes. All other items should be disinfected, at a minimum, daily.

Cleaners and disinfectants can be sprayed directly on hard, non-porous surfaces. To ensure product effectiveness, let sit for the recommended period of time, then wipe with a cloth. For electronics (such as computers, keyboards, mice, phones, etc.), spray chemical onto a cloth and wipe. Do not immediately wipe up excess with a dry cloth. Allow the product to air dry or sit for the amount of time indicated by the cleaning product used. (Purell Foodservice Surface Sanitizer has a 60 second wait-time)

## **Staff Offices – Main Office/Copy**

### **Rooms/Staff Dining**

- Desks
- Keyboards/Mouse
- Shared devices - radios
- Sinks/Faucets
- Chairs/Armrests
- Phones
- Door Entry/Assist buttons
- Remote controls/Copier buttons
- Appliance handles and doors
- Tables/Countertops
- Cabinet handles and knobs

### **Media Center/Computer**

- Counters/Tables/Desks
- Keyboards/Mouse
- Shared Devices
- Entrance Door
- Chairs/Armrests
- Phones
- Returned Books (consider isolating 24-48 hours before handling)

## **Classrooms**

- Desks
- Table Tops
- Shared Hands-On Learning Devices
- Keyboard/Mouse
- Shared toys & classroom equipment
- O/T swings & adaptive equip (hard surface)
- PE & weight room equipment\*
- Door handles
- Light Switches
- Phones
- Pencil sharpeners
- Hard Surface Floors for PreK-1<sup>st</sup> grade
- Sinks/Faucets/front edge of sink
- Chairs
- Cabinet Handles/Pulls/Doors
- Door frames

\*Weight rooms – best practice is to disinfect between users, if this is not feasible and the weight room is being used within a cohort of students, it can be disinfected at the end of each class (or when an item has become contaminated or soiled). Strict protocols must be followed: track/assign partners and pods, use hand sanitizer, wear masks, and all users should avoid touching their hands to their face.