

# CAPS Cleaning Log

Day 1-15

Month \_\_\_\_\_ Year \_\_\_\_\_

Cleaning Duty	Day (Initial each when done)														
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
Reception desk surfaces															
Clipboards & pens															
Personal workstations															
Vital signs station & equipment															
iPads and Chromebooks															

Individual work spaces, crisis workstations, and the kitchen can be cleaned with these **approved cleaning products:**

**Certol wipes** for hard and soft surfaces: vinyl, leather, keyboards, tabletops, desks, clipboards, plastic chairs, etc.

**Clean Freek** for iPad touchscreens

**Alcohol prep pads** for Chromebook touchpads

**Purell** hand sanitizer

**Ecos All-Purpose Cleaning Spray** for the kitchen

\*Cleaning supplies are reordered through CAPS office manager via the SHS Facilities staff\*

# CAPS Cleaning Log

Day 16-31

Month \_\_\_\_\_ Year \_\_\_\_\_

Cleaning Duty	Day (Initial each when done)															
	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
Reception desk surfaces																
Clipboards & pens																
Personal workstations																
Vital signs station & equipment																
iPads and Chromebooks																

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