

SANITIZATION LOG

Facility Maintenance Division

Location: _____

Month/Year: _____

SANITIZATION TASK	FREQUENCY	M	T	W	T	F	S	S
High-Touch Surfaces (Handles/Switches)	Every 4 Hours							
Toilet & Urinal Disinfection	Daily AM/PM							
Sinks, Faucets & Counters	Daily							
Mirror & Glass Polishing	Daily							
Floor Mopping (Anti-bacterial)	Daily							
Refill Soap/Towel Dispensers	As Needed							

SANITIZATION TASK	FREQUENCY	M	T	W	T	F	S	S
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Waste Receptacle Sanitizing	Weekly							
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ADDITIONAL NOTES / INCIDENTS:

SUPERVISOR SIGNATURE

LEAD CUSTODIAN SIGNATURE