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| Cleaning checklist template for COVID-deep cleans |
| 17 November 2020 |

1. Print this template and tick off each surface cleaned on the list below. Take photos of the areas to show they were cleaned.
2. After completing the clean, take a photo of the completed template then dispose of the template appropriately and sanitise hands and phone thoroughly.

| Areas to be cleaned | Hard and touched surfaces / objects | ✓ |
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| Café Foyer | Light switches |  |
| Door handles and push plates |  |
| Chairs and tables |  |
| TV remote control |  |
| Air conditioner remote |  |
| Hello shelves |  |
| Hello desk |  |
| Chairs |  |
| Carpet vacuumed |  |
| Rubbish bins |  |
| Hard floors |  |

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| **Signed by:** |  | **Date:** |  |