



Facility Disinfection Checklist

Use this printable checklist to support a consistent facility disinfection program in commercial buildings.

Task	Done
Clean visible dirt and debris before disinfecting.	■
Use an EPA-registered disinfectant according to the label.	■
Verify the required contact (dwell) time.	■
Disinfect high-touch surfaces (handles, switches, rails, buttons).	■
Disinfect shared workstations, keyboards, phones, and touchscreens.	■
Disinfect restrooms and break rooms.	■
Refill and inspect electrostatic sprayers.	■
Restock soap, sanitizer, and paper products.	■
Document completed facility disinfection activities.	■

Weekly Review

- Review high-traffic areas
- Inspect equipment and batteries
- Verify disinfectant inventory
- Update cleaning schedule as needed
- Train staff on proper procedures

EMist Bio Surface Management Company LLC

Consistent cleaning. Effective disinfection. Professional results.