

Guest Services Daily Cleaning Log

DATE: _____

To reduce the spread of COVID-19 it is important to routinely clean and disinfect frequently touched surfaces. This includes countertops, doorknobs, phones, keyboards, and other work tools and equipment.

Please complete the checklist below indicating that you performed routine cleaning of Guest Services during the times that occur during your scheduled shift.

Time	Initials	Comments
8:00 AM		
9:00 AM		
10:00 AM		
11:00 AM		
12:00 PM		
1:00 PM		
2:00 PM		
3:00 PM		
4:00 PM		
5:00 PM		
6:00 PM		
7:00 PM		
8:00 PM		
9:00 PM		
10:00 PM		

Comments:

Supplies Needed: