

✓	Date	Task
Daily Routine		
<input type="checkbox"/>		Wipe keyboards, mice, and phone receivers with EPA List N disinfectant wipes (quat or peroxide).
<input type="checkbox"/>		Spray door handles & light switches – ensure 1-minute dwell time.
<input type="checkbox"/>		Empty trash and replace liners before close of business.
Weekly Routine		
<input type="checkbox"/>		HEPA vacuum & damp-mop hard floors (neutral-pH cleaner for Alabama red-clay dust).
<input type="checkbox"/>		Electrostatic spray restrooms & break rooms (hypochlorous acid 200 ppm).
<input type="checkbox"/>		Degrease fridge handles and microwave buttons in break room.
4-Week Supply Checklist		
<input type="checkbox"/>	List-N disinfectant	1 gal per 1 000 sq ft
<input type="checkbox"/>	Nitrile gloves	1 box per employee
<input type="checkbox"/>	Hand-sanitizer refills	1 cartridge per dispenser
<input type="checkbox"/>	Microfiber cloths	10 per workstation
<input type="checkbox"/>		
Emergency Protocol		
<input type="checkbox"/>		Isolate affected area immediately.
<input type="checkbox"/>		Don PPE: gloves + mask.
<input type="checkbox"/>		Remove visible soil → disinfect, 10-minute dwell.
<input type="checkbox"/>		Log incident & restock supplies.