

✓	Task	Zone
<input type="checkbox"/>	Turn off & unplug small appliances	Break-room
<input type="checkbox"/>	Collect trash & recycling; replace liners	All
<input type="checkbox"/>	Dust monitor tops, picture frames	Desks / Reception
<input type="checkbox"/>	Disinfect keyboards, mice, phone receivers	Desks
<input type="checkbox"/>	Spray & wipe door handles, light switches	All
<input type="checkbox"/>	Spot-clean glass partitions	Reception
<input type="checkbox"/>	Empty shredder bins	Admin
<input type="checkbox"/>	Clean microwave interior & handles	Break-room
<input type="checkbox"/>	Sanitize sink, faucet, counters	Break-room
<input type="checkbox"/>	Refill soap & paper towels	Restrooms
<input type="checkbox"/>	Disinfect toilets & urinals	Restrooms
<input type="checkbox"/>	Squeegee restroom mirrors	Restrooms
<input type="checkbox"/>	HEPA vacuum carpets & entry mats	All floors
<input type="checkbox"/>	Damp-mop hard floors (neutral pH)	All floors