



# Plant Operations Weekly Service Log

Date: \_\_\_\_\_

Services Area: \_\_\_\_\_

Room #/Common Areas	Initial When Service Has Been Completed																		
	Monday			Tuesday			Wednesday			Thursday			Friday			Weekend			
Disinfecting	Frequency	AM	Mid-Day	PM	AM	Mid-Day	PM	AM	Mid-Day	PM	AM	Mid-Day	PM	AM	Mid-Day	PM	AM	Mid-Day	PM
Door Handles	3x/Day																		
Door Surface	3x/Day																		
Desk Tops	1x/Day																		
Pencil Sharpeners	1x/Day																		
Work Surface (Common Areas)	3x/Day																		
Cleaning		AM	Mid-Day	PM	AM	Mid-Day	PM	AM	Mid-Day	PM	AM	Mid-Day	PM	AM	Mid-Day	PM	AM	Mid-Day	PM
Trash Liners Change Out	1x/Day																		
Floors Swept	1x/Day																		
Floors Mopped & Disinfected	1x/Day																		
Floors Vacuumed	1x/Day																		
In Classroom Restroom Cleaned	2x/Day																		
Restrooms & Restocked	3x/Day																		
Restocking		AM	Mid-Day	PM	AM	Mid-Day	PM	AM	Mid-Day	PM	AM	Mid-Day	PM	AM	Mid-Day	PM	AM	Mid-Day	PM
Hand Sanitizer Restocked	3x/Day																		
BIOESQUE 5 Restocked	3x/Day																		
Paper Towel Restocked	3x/Day																		
Electrostatic Sprayer Utilized	1x/Day																		

Comments: \_\_\_\_\_

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