**FAITH MISSION DISINFECTING LOG GUIDELINES**

**SHELTERS**

* **All three shelters should be disinfected according to the schedule outlined below in the following areas: engagement and security desk (both counter surfaces, phones, pens, etc), door handles and push bars, day area tables/chairs, and dorms.**
* **Daily chores performed by clients are not a substitute for the cleaning schedule outlined in this log. All tasks on this cleaning log must be completed by a Faith Mission staff member. All items should be cleaned with germ quat disinfectant, and staff should remember to wear gloves while using germ quat or other cleaning solutions.** 
  + **1st SHIFT:** 
    - **730AM: DESKS, DOORS, DAY AREA**
    - **9AM-10AM: DORMS (MOP, SWEEP, WIPE BED FRAMES, WIPE PRIVACY WALLS)**
    - **1130AM: DESKS, DOORS**
    - **230PM: DESKS, DOORS**
  + **2ND SHIFT:** 
    - **5PM: DESKS, DOORS, DAY AREA**
    - **8PM-9PM: DORMS (MOP, SWEEP, WIPE BED FRAMES, WIPE PRIVACY WALLS)**
    - **9PM: DESKS, DOORS**
    - **11PM: DESKS, DOORS**
  + **3RD SHIFT:** 
    - **2AM: DESKS, DOORS, DAY AREA**
    - **5AM: DESKS, DOORS**

**RESOURCE CENTERS**

* **Resource center desks, computers phones to be disinfected 3 times daily at 1030AM, 1PM, and at close.**

**RECEPTION AREAS**

* **Reception area desks/counters/phones, door handles/bars, and copiers should be disinfected 3 times daily upon opening, 1pm, and at close.**

**DISINFECTING LOGS SHOULD BE MONITORED DAILY FOR COMPLETION BY SHELTER MANAGERS, EMPLOYMENT SERVICES MANAGER, AND ADMINISTRATIVE SERVICES MANAGER.**

**In all shelters, items in bold are to be completed at every cleaning interval outlined on the cover page of this log. Day area chairs/tables to be disinfected once per shift. Resource area to be cleaned three times per day. Daily chores performed by clients are not a substitute for the cleaning schedule outlined in this log. All tasks on this cleaning log must be completed by a Faith Mission staff member. All items should be cleaned with germ quat disinfectant.**

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| --- | --- | --- | --- |
| **Date** | **Time** | **Areas Completed** | **Staff Initials** |
|  |  | * **Doorknobs / push bars** * **Engagement or reception desk/Counters/Phones** * Day Area Chairs/Tables * Resource room desks / phones * Dorms |  |
|  |  | * **Doorknobs / push bars** * **Engagement or reception desk/Counters/Phones** * Day Area Chairs/Tables * Resource room desks / phones * Dorms |  |
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