

# Sanitation Checklist

To assist in your current or future needs relating to COVID-19, Avendra's Quality Assurance Team has created a quick checklist of recommended sanitation areas and items for your properties.

## Public Areas

- Manual doors including handles, push pads, glass, thresholds and railings
- Phones, remote controls, key card return box and public business machines such as computers and printers
- Elevator doors, railings and buttons
- Magazine/newspaper racks
- Computers, monitors, keyboards, mice, pens, credit card machines, chairs and other hard surfaces throughout public areas
- Sanitize fitness equipment after every use, though not generally recommended to be accessible at this time
- Maintain/increase pool chemistry, sanitize all contact areas around pool (regulations vary)
- Check-in counters including key cards
- Sanitize public laundry equipment, though not generally recommended to be accessible at this time
- Grab-and-go areas like reach-in refrigerators, freezers and vending machines
- Sanitize menus between each use or implement disposable menus
- Luggage carts and room service carts
- Ice machines and water dispensers
- Use an EPA-approved fabric sanitizing spray (test first for colorfastness) on soft surfaces, such as fabrics and carpets
- Public restrooms: Use only disposable towels and cleaning supplies; follow property specific guidelines
- Increase amount of sanitizer dispensers and sanitize them frequently
- Coffee stations
- Valet attendants should wear gloves that are changed between cars; sanitize steering wheels, handles and keys

## Rooms

- Follow brand-mandated cleaning protocols
- Reduce room-to-room contact as much as possible
- Change gloves, cleaning equipment/cloths, etc. between rooms; minimize cart "stocking"
- Sanitize unusual touch-points such as thermostats, light switches, safety latches, irons/hairedryers and marketing materials
- Follow laundry protocols; do not "shake" or "hug" dirty linens

## Additional Considerations

- It is important to increase the use of EPA-approved disinfectants
- Ensure that housekeeping is properly trained in the use of cleaning materials
- Use proper dilution and water temperatures, leaving surfaces saturated for the recommended length of time to get complete virus kill (times vary based on the product being used)
- Use color-coded cloths/rags for different cleaning surfaces to avoid cross-contamination

How can Avendra help?

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