

OCT 6

WORKPLACE HYGIENE CHECKLIST

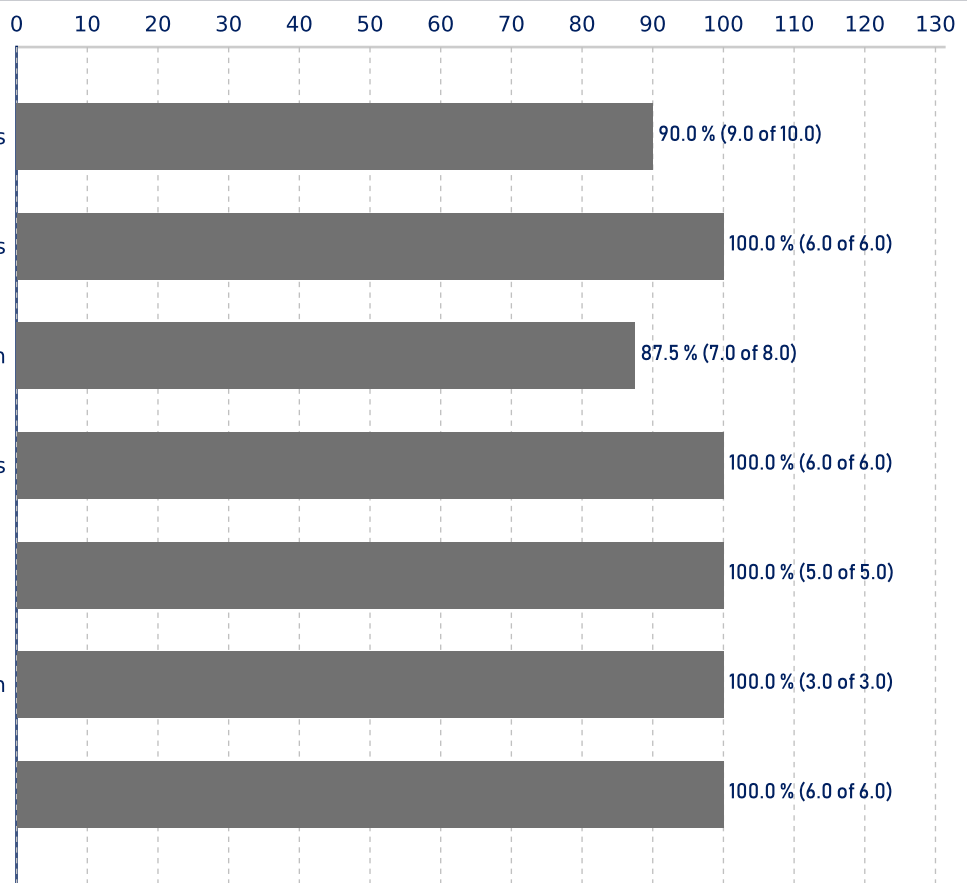


My Site

THURSDAY 6th November 2025

95.45 %
(42.0/44.0)

SCORE BY SECTION



Section	Actual	Target	%	Section	Actual	Target	%
General Office Areas	9.0	10.0	90.0	Employee Workstations	6.0	6.0	100.0
Breakroom & Kitchen	7.0	8.0	87.5	Restrooms	6.0	6.0	100.0
Common Areas (Lobbies, Reception, Waiting Areas)	5.0	5.0	100.0	Air Quality & Ventilation	3.0	3.0	100.0
Cleaning Staff & Supplies Maintenance	6.0	6.0	100.0				

WORKPLACE HYGIENE CHECKLIST

GENERAL OFFICE AREAS

(9/10) 90.0 %

Daily

Q#	QUESTION	SCORE	RESPONSE	PREVIOUS
1	Have high-touch surfaces (door handles, light switches, shared equipment) been disinfected?	(1/1)	YES	
2	Have trash bins been emptied and liners replaced?	(1/1)	YES	
3	Have desks, chairs, and workstations been wiped down with disinfectant wipes?	(1/1)	YES	
4	Have floors been vacuumed or swept to remove dust and debris?		N/A	
5	Has an adequate supply of hand sanitizers been ensured at key locations?	(0/1)	NO	

Weekly

Q#	QUESTION	SCORE	RESPONSE	PREVIOUS
6	Has the office furniture (desks, chairs, couches) been deep cleaned?	(1/1)	YES	
7	Have the conference rooms, including tables and shared electronics, been disinfected?	(1/1)	YES	
8	Have shelves, windowsills, and decorative items been dusted and wiped down?	(1/1)	YES	
9	Have shared printers, copiers, and office supplies been sanitized?	(1/1)	YES	

Monthly

Q#	QUESTION	SCORE	RESPONSE	PREVIOUS
10	Have air vents been cleaned and HVAC filters been replaced?	(1/1)	YES	
11	Have the carpets or rugs been inspected and deep cleaned?		N/A	
12	Have storage areas been organized and decluttered?	(1/1)	YES	

EMPLOYEE WORKSTATIONS

(6/6) 100.0 %

Daily

Q#	QUESTION	SCORE	RESPONSE	PREVIOUS
13	Have keyboards, mice, and phones been wiped down with disinfectant?	(1/1)	YES	
14	Have food crumbs and debris been removed from desks?		N/A	
15	Has hand sanitizer been used before and after touching shared equipment?	(1/1)	YES	

Weekly

Q#	QUESTION	SCORE	RESPONSE	PREVIOUS
16	Have computer screens and desk surfaces been deep cleaned?	(1/1)	YES	
17	Have personal office items (pens, staplers, notepads) been sanitized?	(1/1)	YES	

WORKPLACE HYGIENE CHECKLIST

18 Has the desk space been decluttered and organized? N/A

Monthly

Q#	QUESTION	SCORE	RESPONSE	PREVIOUS
19	Have worn-out office supplies (mousepads, wrist rests) been inspected and replaced?	(1/1)	YES	
20	Have office plants been rotated and sanitized?	(1/1)	YES	

BREAKROOM & KITCHEN

(7/8) 87.5 %

Daily

Q#	QUESTION	SCORE	RESPONSE	PREVIOUS
21	Have countertops, tables, and chairs been wiped down?	(1/1)	YES	
22	Have coffee machines, microwaves, and refrigerators been cleaned and disinfected?	(1/1)	YES	
23	Has expired food been removed from the refrigerators?	(0/1)	NO	
24	Have trash bins been emptied and sanitized?	(1/1)	YES	

Weekly

Q#	QUESTION	SCORE	RESPONSE	PREVIOUS
25	Have sinks and faucets been deep cleaned?	(1/1)	YES	
26	Have appliance handles and buttons been disinfected?	(1/1)	YES	
27	Have old dish sponges been replaced with fresh ones?	(1/1)	YES	

Monthly

Q#	QUESTION	SCORE	RESPONSE	PREVIOUS
28	Has a full deep clean of all kitchen appliances been conducted?	(1/1)	YES	
29	Have air fresheners or odor control products been checked and replaced?		N/A	

RESTROOMS

(6/6) 100.0 %

Daily

Q#	QUESTION	SCORE	RESPONSE	PREVIOUS
30	Have toilets, urinals, and sinks been cleaned and disinfected?	(1/1)	YES	
31	Have toilet paper, soap, and paper towels been restocked?		N/A	
32	Have mirrors and high-touch surfaces been wiped down?	(1/1)	YES	
33	Has proper drainage been ensured and plumbing issues been reported?	(1/1)	YES	

Weekly

Q#	QUESTION	SCORE	RESPONSE	PREVIOUS
34	Have stall doors, handles, and partitions been sanitized?	(1/1)	YES	

WORKPLACE HYGIENE CHECKLIST

35 Have grout and tile surfaces been deep cleaned? N/A

36 Have air fresheners been checked and refilled if needed? (1/1) YES

Monthly

Q#	QUESTION	SCORE	RESPONSE	PREVIOUS
37	Has a full deep clean of restroom walls and floors been conducted?	(1/1)	YES	

38 Have leaks or mold growth been inspected for? N/A

COMMON AREAS (LOBBIES, RECEPTION, WAITING

(5/5) 100.0 %

Daily

Q#	QUESTION	SCORE	RESPONSE	PREVIOUS
39	Have reception counters and guest seating been disinfected?	(1/1)	YES	

40 Have door handles and handrails been wiped down? (1/1) YES

41 Have carpets been vacuumed and floors been mopped? N/A

Weekly

Q#	QUESTION	SCORE	RESPONSE	PREVIOUS
42	Has the furniture upholstery been deep cleaned?	(1/1)	YES	

43 Have magazine racks, remote controls, and shared items been sanitized? (1/1) YES

Monthly

Q#	QUESTION	SCORE	RESPONSE	PREVIOUS
44	Have HVAC vents in waiting areas been inspected and cleaned?	(1/1)	YES	

45 Have decor items (plants, artwork) been rotated and cleaned? N/A

AIR QUALITY & VENTILATION

(3/3) 100.0 %

Daily

Q#	QUESTION	SCORE	RESPONSE	PREVIOUS
46	Have windows and vents been ensured to be unobstructed?	(1/1)	YES	

Weekly

Q#	QUESTION	SCORE	RESPONSE	PREVIOUS
47	Have air purifiers been checked and have filters been replaced if necessary?	(1/1)	YES	

Monthly

Q#	QUESTION	SCORE	RESPONSE	PREVIOUS
48	Have HVAC vents and ductwork been cleaned?	(1/1)	YES	

49 Has indoor air quality been assessed and ventilation systems adjusted accordingly? N/A

WORKPLACE HYGIENE CHECKLIST

CLEANING STAFF & SUPPLIES MAINTENANCE

(6/6) 100.0 %

Daily

Q#	QUESTION	SCORE	RESPONSE	PREVIOUS
50	Have cleaning staff been ensured to follow proper hygiene protocols?	(1/1)	YES	
51	Have disinfectant sprays, hand sanitizers, and wipes been restocked?	(1/1)	YES	

Weekly

Q#	QUESTION	SCORE	RESPONSE	PREVIOUS
52	Has an inventory check of cleaning supplies been conducted?	(1/1)	YES	
53	Have expired or ineffective cleaning products been disposed of?	(1/1)	YES	

Monthly

Q#	QUESTION	SCORE	RESPONSE	PREVIOUS
54	Have cleaning procedures been evaluated for efficiency and compliance?	(1/1)	YES	
55	Has deep-cleaning service been scheduled for high-traffic areas?	(1/1)	YES	

DECLARATION

Auditor
(Aashiqe Rasul)