**Daily Cleaning and Sanitizing Checklist**

**Hand Washing:**

* Wash hands when you get to work
* Wash hands before morning break
* Wash hands after morning break
* Wash hands before lunch
* Wash hands after lunch
* Wash hands after you use the bathroom

**Items for Sanitizing and Cleaning:**

* Cooler doors
	+ barn coolers
	+ packing shed coolers
* Doorknobs
	+ Packing shed doors
	+ CSA room doors
	+ Garage door packing shed
	+ Big Barn doors
	+ Greenhouse doors handles
* Surfaces
	+ Glass refrigerators
	+ Freezers
	+ Packing shed desk tables
	+ Packing shed steel packing tables
	+ Employee break table
	+ Port-a-john
	+ All pens and sharpies kept in container with sanitizer.
* Vehicles and Tractors (if used for deliveries etc.)
	+ Door handles
	+ Steering wheel
	+ All tractor shifters, gears, joysticks, three points, dash
	+ Inside driver surfaces (radio, window, arm rest, turn signal branch, windshield wiper branch)
	+ Tools; if a tool is taken out is must be sanitized after use (rakes, etc.)
* Greenhouses
	+ Hose connectors
	+ Watering wands
* Custom Order Days: *wear gloves when disassembling tables and handling cashbox.*
	+ Tables
	+ Cashbox

**Deliveries Protocols**

* Wash hands before going on deliveries
* Where disposable gloves when delivering into store
* Remove gloves before re-entering the delivery vehicle; dispose
* Sanitize – When you return
	+ Door handles
	+ Steering wheel
	+ Inside driver surfaces (radio, window, arm rest, turn signal branch, windshield wiper branch)
* Crates picked from deliveries to be left outside the packing shed. Clean and sanitize crates before bringing crates into packing shed
* Fueling Trucks
	+ Swipe debt card and enter pin before handling pump handle or touching other surfaces
	+ Return debt card to truck
	+ Put on gloves
	+ Pump gas and select fuel grade
	+ Dispose gloves
	+ Sanitize gas tank entry and door handle