

The Ultimate Return to Work Checklist for Businesses

Before you get back to business, have you thought about the condition of your building? Many buildings have been shuttered for weeks, leaving you with quite a to-do list. To help, we have created this handy checklist that covers important and often forgotten items.

Go to www.janiking.com for more information.



- ☐ Check for mold & moisture
- ☐ Check for pest control
- ☐ Check heating and air conditioning (filters). *Let the HVAC system circulate air*
- ☐ Check water systems
(toilets, sinks, drains, disposals, drinking fountains, water coolers)
- ☐ Are there hard water stains in your restrooms/toilets
- ☐ Check carpet and upholstery cleanliness
- ☐ Check for vandalism or theft
- ☐ Check food and chemical expiration dates
- ☐ Is the building clean? Floors swept, spiderwebs and dust removed
- ☐ Has the building been disinfected?
Ensure that all high-touch areas are cleaned and disinfected
- ☐ Are breakrooms cleaned and disinfected
(microwaves, coffee pots, appliances)
- ☐ Check lighting
- ☐ Check POS systems
- ☐ Restock all bathrooms
- ☐ Check your fire and security alarm systems *(battery back-up systems)*
- ☐ Check your fire exit lights, extinguishers and smoke detectors
- ☐ Restock restrooms and supply closets

☐ Will your **employees** feel safe?

☐ Will your **customers** feel safe?

BONUS TIPS

- ☐ Confirm employee health and readiness to return to work
- ☐ Send work schedules early
- ☐ Conduct inventory
- ☐ Clean the exterior of the building (sidewalks, handrails, floor mats, and parking lots)
- ☐ Educate employees on social distancing, handwashing, and other safety policies
- ☐ Plan for continuous disinfecting services

Let us help you with the chores of getting back to business.



www.janiking.com