

Sanitation Checklist:

Forklift Pre-Shift Inspection – Cleaning/Disinfection

CLEANING: Remove visible soiling (e.g., dust, soil). Cleaning removes rather than kills viruses and bacteria. It is done with water, detergents, and steady friction from cleaning cloth.

DISINFECTING: Kills viruses and bacteria. A disinfectant is only applied to objects, never on the human body. All visibly soiled surfaces should be cleaned before disinfection.

What products should be used for disinfection:

- Household or commercial disinfection products (follow manufacturer’s instructions for disinfection), or a bleach solution (1-part bleach and 9 parts water)
- Do not mix bleach with ammonia or any other cleaning product

During cleaning/disinfection:

- If the surface is dirty remove visible dust and debris and clean using detergent or soap prior to disinfection.
- Follow disinfection product manufacturer’s instructions for disinfection.
- Wear nitrile or neoprene gloves while working with disinfectant products

After cleaning/disinfection:

- Wash hands with soap and water using proper handwashing procedures immediately after gloves are removed.
- All disposable materials must be placed into a leak proof garbage bag and sealed for disposal

Pre shift sanitation time:		Post shift sanitation time:	
Date:		Worker:	
Item Clean/Disinfected			Ok?
<i>Cleaned</i>			
Floor mats			
Windows			
Garbage can (garbage removed daily)			
Load capacity plate			
<i>Disinfected (high touch areas)</i>			
Handles (inside and out)			
ROPS (areas commonly grabbed while entering/exiting the forklift)			
Steering wheel			
Shifter knobs			
Hydraulic controls			
All buttons			
Keys			
Mirrors			
Seat/seat adjustment controls			
Pens/pencils in cab			
Propane tank/valve (if equipped)			
**Do not eat in forklift during COVID-19 outbreak; vacuum, do not sweep			