

# HFT DOCUMENTATION OF SANITIZING OUR COMMON AREAS

LOCATION: \_\_\_\_\_

DATE OF WEEK: \_\_\_\_\_

TO \_\_\_\_\_

MONDAY		TUESDAY		WEDNESDAY		THURSDAY		FRIDAY	
Time	Signature	Time	Signature	Time	Signature	Time	Signature	Time	Signature

All common areas are to be wiped down and sanitized at least twice a day on days we see clients face-to-face. More than twice on busy days.

Submitted by: \_\_\_\_\_

Scan and email this form to Jim at the close of each week.