School and daycare cleaning: what we clean

Bring this sheet on a campus walk and check each room type off as you go.

School _____ **Campus or building** _____

Walked by _____ **Date** _____

Classrooms

- ☐ Desks and chairs wiped
- ☐ Floors vacuumed or cleaned
- ☐ Bins emptied
- ☐ Learning materials and electronics left in place
- ☐ Clear surfaces around them wiped
- ☐ Preschool rooms and restrooms near the top of the schedule

Libraries, corridors and offices

- ☐ Library tables and study areas
- ☐ Library floors
- ☐ Corridor floors
- ☐ Door handles and other touchpoints
- ☐ Offices and staff rooms in order, papers untouched

Restrooms

- ☐ Fixtures, sinks and floors
- ☐ Paper and soap refilled from our stock or the school's

Cafeteria

- ☐ Tables and surfaces wiped after meals
- ☐ Cafeteria floors
- ☐ Trash and recycling collected
- ☐ Staff kitchen, when added

Floors by type

- ☐ Carpet
- ☐ Resilient floors and tile
- ☐ Gym floors cared for to suit their surface

Breaks and the school day

- [ ] Visits fitted to the bell schedule and after-school programs
- [ ] Carpet extraction over a break
- [ ] Resilient floors scrubbed and recoated
- [ ] Strip-and-wax on vinyl tile
- [ ] Drying and curing finished before students return
- [ ] Day porter rounds of restrooms and entrances

Notes