

School Cleaning Checklist

DAILY TASKS:



Classrooms:

- Empty and replace trash can liners.
- Sweep and mop floors.
- Wipe down desks and chairs.
- Clean whiteboards and chalkboards.
- Clean and disinfect high-touch surfaces such as doorknobs, light switches, and computer keyboards.



Restrooms:

- Wash and sanitize all eating surfaces before and after meals.
- Sweep and mop floors after snacks and meals.
- Clean all dishes, utensils, and bottles in a dishwasher or by hand with hot, soapy water.
- Wipe down appliances and cabinets with a mild disinfectant.



Restrooms:

- Restock toilet paper, hand towels, and soap.
- Sweep and mop floors.
- Empty trash bins and replace liners.
- Wipe mirrors and fixtures.
- Clean and disinfect toilets, urinals, and sinks.



Cafeteria/Dining Area:

- Wipe down tables and chairs.
- Sweep and mop floors.
- Clean and sanitize countertops and serving areas.
- Empty trash cans and replace liners.



Gymnasium and Locker Rooms:

- Sweep and mop floors.
- Sanitize locker handles and benches.
- Wipe gym equipment and benches.
- Empty trash bins and replace liners.



Hallways and Common Areas:

- Sweep and mop floors.
- Dust and clean trophy cases and display shelves.
- Wipe down handrails and benches.

WEEKLY TASKS:



Classrooms:

- Vacuum carpets and mats.
- Clean windows and glass surfaces.
- Deep clean and sanitize toys and learning materials.



Restrooms:

- Deep clean all surfaces.
- Descalcify sinks and taps.
- Check and clean drains.



Cafeteria/Dining Area:

- Deep clean ovens, microwaves, and refrigerators.
- Clean under and behind movable appliances.



Gymnasium and Locker Rooms:

- Deep clean showers and change areas.
- Sanitize all sports equipment and storage areas.



Hallways and Common Areas:

- Dust and clean high surfaces such as ceilings and light fixtures.
- Clean all exterior doors and windows.

MONTHLY TASKS:



Classrooms:

- Clean curtains and fabric blinds.
- Shampoo carpets.
- Polish wooden furniture.



Restrooms:

- Inspect and repair any plumbing issues.
- Seal grout lines if necessary.



Cafeteria/Dining Area:

- Deep clean and sanitize all ventilation hoods.
- Inspect and clean grease traps.



Gymnasium and Locker Rooms:

- Treat wooden floors and surfaces.
- Check and service gym equipment.



Hallways and Common Areas:

- Wash walls and remove marks and fingerprints.
- Service and clean elevators and escalators.

SEASONAL/ANNUAL TASKS:



Entire School:

- Deep clean and wax floor surfaces during school breaks.
- Refresh paint and repair damaged areas as needed.
- Inspect and clean heating, ventilation, and air conditioning systems.



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