

School and daycare cleaning: what we clean

Walk the campus with your director and mark rooms in the order you want them.

School or center _____ Address _____

Walked by _____ Date _____

Classrooms

- ☐ Desks and work tables wiped
- ☐ Seats tucked in or put up for floor work
- ☐ Sink and counter
- ☐ Whiteboard ledge dusted
- ☐ Bins out to the campus dumpster
- ☐ Floor finished for its tile or carpet

Halls and shared rooms

- ☐ Corridor and stairwell scuffs
- ☐ Entry glass and handrails
- ☐ Drinking fountains
- ☐ Library, computer lab, main office and staff room
- ☐ Shared keyboards only when staff ask

Student restrooms and cafeteria

- ☐ Toilets, urinals and sinks cleaned, then disinfected
- ☐ Stall walls, mirrors and floors around fixtures
- ☐ Soap and towels refilled
- ☐ Cafeteria tables and attached benches scrubbed
- ☐ Floor under the tables mopped
- ☐ Multipurpose room set for the next day

Preschool and childcare rooms

- ☐ Small tables, cubbies and child-sized sinks
- ☐ Lower doors and walls wiped
- ☐ Cots and nap mats cleaned and stacked your way
- ☐ Diaper-changing tables
- ☐ Toys handled per your center's routine
- ☐ Products kept out of children's reach

Gyms, locker rooms and event nights

- ☐ Bleacher rows swept out
- ☐ Locker room benches and showers
- ☐ Gym hardwood dust-mopped
- ☐ Theater rows cleared
- ☐ Reset after games, concerts or graduation

Breaks and porters

- ☐ Corridor and cafeteria floors stripped and refinished
- ☐ Classroom and library carpet extracted
- ☐ Desks, lockers and window ledges detailed
- ☐ Intersession projects on year-round calendars
- ☐ Day porter during school hours

Notes
