School cleaning: what we clean

Bring this on a campus walk after dismissal and check off each room to include.

School _____ **Address** _____

Walked by _____ **Date** _____

Classrooms

- ☐ Desks and tables cleaned
- ☐ Door handles and light switches wiped
- ☐ Trash and recycling emptied
- ☐ Student work left where it sits

Restrooms

- ☐ Student restrooms cleaned and sanitized nightly
- ☐ Staff restrooms cleaned and sanitized
- ☐ Soap, paper products and liners refilled

Halls, offices and shared rooms

- ☐ Hallways: surface cleaning and waste collection
- ☐ Front office cleaned around records
- ☐ Staff room surfaces and trash
- ☐ Library and multipurpose room listed for extra time
- ☐ Storage and seldom-used meeting rooms on a lighter rhythm

Floors over breaks

- ☐ Periodic floor care for classrooms and halls
- ☐ Carpet extraction between terms
- ☐ Rooms cleared of equipment before teachers set up

Grounds

- ☐ Lawns and shrubs trimmed around the buildings
- ☐ Walkways students use pressure washed

Access and planning

- [ ] Rooms locked at night noted
- [ ] Crew entry point agreed
- [ ] On-site contact named
- [ ] Day porter during class time for restrooms and supplies
- [ ] One-time visit before or after school events
- [ ] Pre-term visit with first move-in rooms listed
- [ ] Full restroom restock before students return
- [ ] Renovated rooms cleaned as the contractor hands them back

Notes