

School and childcare center cleaning: what we clean

Tick each room type as you walk the campus or center with us before service starts.

School or center _____ Address _____
 Walked by _____ Date _____

Classrooms

- ☐ Desks, chairs and tables wiped
- ☐ Whiteboards cleaned
- ☐ Pencil shavings and paper scraps gathered
- ☐ Trash and recycling emptied
- ☐ Reading-corner rugs vacuumed
- ☐ Hard floors dust-mopped, then damp-mopped
- ☐ Handles, switches, faucets and shared keyboards done nightly
- ☐ Teacher notes on spills or sticky benches followed

Labs, art rooms and portables

- ☐ Lab sinks, counters and stools wiped
- ☐ Easels and drying racks cleaned
- ☐ Floor under the paint table cleaned
- ☐ Portable classrooms on the same routine
- ☐ Portable ramps and entries cleared of outdoor grit

Restrooms, cafeteria and gym

- ☐ Toilets, urinals, sinks, partitions and floors cleaned nightly
- ☐ Dispensers refilled for the next school day
- ☐ Cafeteria tables and benches wiped
- ☐ Dropped food cleared from under the seating
- ☐ Gym floor dust-mopped
- ☐ Locker room benches, floors and showers cleaned

Infant, toddler and preschool rooms

- ☐ Crib rails, changing tables and cubbies wiped
- ☐ Play mats and toy shelves wiped with the center's chosen products
- ☐ Nap mats wiped and stacked the way staff prefer
- ☐ Child-height sinks and toilets cleaned
- ☐ Snack-prep counter and parent sign-in desk cleaned
- ☐ Toys returned to their bins

Offices and staff spaces

- ☐ Front office and copier corner
- ☐ Nurse's room
- ☐ Staff lounge counters
- ☐ Library and workroom shelving dusted during breaks

Breaks and summer

- ☐ Carpet extraction in classrooms and libraries
- ☐ Strip and refinish on hallway tile
- ☐ High dusting in the gym
- ☐ Detailed pass through every restroom
- ☐ Deep work booked early so it ends before teachers return

Notes
