

DAILY PROCESS CLEANING CHECKLIST

Classroom Process Cleaning Checklist

- ☐ Cleaned and sanitized all desk tops.
- ☐ Cleaned and sanitized door, door glass, light switch and phones.
- ☐ Cleaned and sanitized all sinks and sink counters.
- ☐ Cleaned the white/chalkboards and trays.
- ☐ Emptied all trash cans.
- ☐ Emptied pencil sharpeners.
- ☐ Vacuumed and/or swept the floor.

Restroom Cleaning:

- ☐ Cleaned and sanitized walls
- ☐ Cleaned and sanitized all sinks and sink counters.
- ☐ Cleaned, sanitized and buff chrome fixtures.
- ☐ Cleaned and sanitized all partitions.
- ☐ Cleaned and sanitized all toilets & urinals.
- ☐ Cleaned and sanitized restroom floor.

Quad Cleaning Checklist: (scheduled extra cleaning that is done once a week)

Items in Bold Print must be done everytime when scheduled to be quad cleaned.

- | | |
|---|--|
| <input type="checkbox"/> Dust | <input type="checkbox"/> Cabinets |
| <input type="checkbox"/> Comet sinks in restrooms. Remove rings | <input type="checkbox"/> Cubbies |
| <input type="checkbox"/> Desks Tops, remove glue. Pencil marks | <input type="checkbox"/> Classroom sinks, remove rings |
| <input type="checkbox"/> Chrome, polish | <input type="checkbox"/> Spot Mop |
| <input type="checkbox"/> Vents | <input type="checkbox"/> Wash Windows |

☐ Other _____

Comments: _____

