

School Cleaning Checklist

School :

Month :

Daily Tasks:

- Classrooms** (wipe down desks, chairs, and high-touch surfaces; sweep or vacuum floors; empty trash cans)
- Offices** (wipe down desks and countertops with disinfectant; empty trash bins)
- Entrances** (sweep or vacuum entrance area; clean doormats 3 times a day)
- Restrooms** (wipe and disinfect high-touch surfaces and check; restock toilet supplies regularly)
- Cafeteria & Kitchen** (clean and sanitize tables, chairs, countertops, food prep areas, serving counters, vending machines)
- Corridors & Hallways** (sweep to remove dust and debris; wipe down locker surfaces; empty trash cans)
- Lobby** (sweep or vacuum floors; wipe down surfaces; empty trash bins; spot-clean spills)
- Gym** (wipe down sports equipment; sanitize high-touch surfaces; vacuum floors; empty trash, restock supplies)
- Lab** (wipe down benches, equipment, surfaces with disinfectant; dispose of chemical waste properly)
- Library** (sweep floor; wipe down tables; shelve books neatly)
- Outdoor Areas** (wipe handrails, swings for safety; remove leaves and debris from walkways)
- School Bus** (dispose of trash and organize belongings; sweep floors; wipe seats with disinfectant)

Weekly Tasks:

- Classrooms** (dust shelves; mop floors; disinfect classroom supplies)
- Offices** (mop floors; dust shelves, cabinets, equipment; clean windows and glass)
- Entrances** (clean glass doors and windows)
- Restrooms** (clean ventilation systems)
- Cafeteria & Kitchen** (deep clean ovens, grills, refrigerators; inspect food storage areas; mop floors)
- Corridors & Hallways** (mop floors; disinfect door handles and light fixtures; disinfect drinking fountains)
- Lobby** (mop floors; dust furniture; clean windows and doors)
- Gym** (mop floors; disinfect mats and shared gear)
- Lab** (deep clean equipment; sanitize glassware; restock supplies)
- Library** (dust shelves; vacuum carpets; sanitize tables, computers, electronics)
- Outdoor Areas** (deep clean playground equipment; trim bushes and plants)
- School Bus** (thorough interior cleaning; vacuum/shampoo carpets; clean mirrors)

Monthly Tasks:

- Classrooms** (shampoo carpets; check furniture for wear and tear; remove dust from air vents)
- Offices** (sanitize keyboards, phones, light fixtures; organize supplies and paperwork)
- Entrances** (change floor mats)
- Restrooms** (clean ventilation systems)
- Cafeteria & Kitchen** (clean exhaust systems)
- Corridors & Hallways** (mop floors; disinfect door handles and light fixtures; disinfect drinking fountains)
- Lobby** (shampoo carpets; polish floors; clean upholstery/furniture)
- Gym** (repair damaged equipment; clean storage areas and changing rooms)
- Lab** (discard expired chemicals; organize storage, shelves, cabinets; label chemicals correctly)
- Library** (organize shelves; purge outdated materials; deep clean upholstery, curtains, HVAC system)
- Outdoor Areas** (inspect and repair playground equipment; power wash walkways; organize storage areas; clean and sanitize water fountains)
- School Bus** (inspect for maintenance issues; address broken windows, seat belts, upholstery)