



Start Time
End Time

| | Mon | Tues | Wed | Thur | Fri |
|--|-----|------|-----|------|-----|
| Start Time | | | | | |
| End Time | | | | | |
| GENERAL - Exterior of Building | | | | | |
| Clean steps | | | | | |
| Remove snow from all entrances & exits | | | | | |
| Snow, ice removal & sanding of sidewalks | | | | | |
| GENERAL - Interior of Building | | | | | |
| Clean all blackboard brushes & chalk rails | | | | | |
| Clean doors | | | | | |
| 1. kickplates | | | | | |
| 2. hand plates | | | | | |
| 3. hardware | | | | | |
| 4. door handles | | | | | |
| Water dispensers | | | | | |
| 1. wash | | | | | |
| 2. disinfect | | | | | |
| Remove dry garbage | | | | | |
| Functional check of all fire exits | | | | | |
| ENTRANCES, LOBBIES & CORRIDORS | | | | | |
| Floors | | | | | |
| 1. sweep | | | | | |
| 2. wash | | | | | |
| Walls | | | | | |
| 1. spot clean | | | | | |
| Clean foot grills, recessed pans, mats & boot racks | | | | | |
| Glass doors & side glass | | | | | |
| 1. wash | | | | | |
| Lockers | | | | | |
| 1. spot clean exterior | | | | | |
| STAIRS | | | | | |
| Sweep | | | | | |
| Wash | | | | | |
| OFFICES, STAFF & MEDICAL ROOMS | | | | | |
| Carpets & rugs | | | | | |
| 1. spot clean | | | | | |
| 2. vacuum | | | | | |
| Floors | | | | | |
| 1. sweep | | | | | |
| 2. wash | | | | | |
| 1. dust | | | | | |
| WASHROOMS, SHOWER & DRESSING ROOMS | | | | | |
| Floors | | | | | |
| 1. sweep, damp mop | | | | | |
| 2. wash | | | | | |
| 3. disinfect | | | | | |
| Toilet seats, bowls, urinals, wash basins, water taps, receptacles, dispensers, mirrors, shelves, vanities, door handles | | | | | |
| 1. wash & disinfect | | | | | |
| Remove waste, paper, napkins, etc. | | | | | |
| Replenish soap, toilet paper, towels | | | | | |
| Walls & ceilings | | | | | |
| 1. spot clean | | | | | |
| CLASSROOMS, LIBRARY & MEETING ROOMS | | | | | |
| Floors | | | | | |
| 1. spot clean | | | | | |
| Vacuum carpets & rugs | | | | | |
| Walls | | | | | |
| 1. spot clean | | | | | |
| Chalkboards | | | | | |
| 1. clean brushes | | | | | |
| 2. clean chalk rails | | | | | |
| Furniture (including tables & desks) | | | | | |
| 1. wash and disinfect | | | | | |
| GYMNASIUM | | | | | |
| Floor | | | | | |
| 1. sweep | | | | | |
| 2. spot clean | | | | | |
| Walls & doors | | | | | |
| 1. spot clean | | | | | |

Please sign/date by yourself and administrator - fax weekly cleaning checklist to Tina Schierman (780) 618-3143 at Central Office