

**ADDITIONAL SECOND DAY CUSTODIAN CLEANING CHECKLIST**

	<b>DONE</b>
<b>START TIME</b>	
<b>END TIME</b>	

**GENERAL - Interior of Building**

Hose cabinets, display cases	
1. wash & polish	
Ceiling air diffusers, air intake grills	
1. wash	
Venetian blinds	
1. wash	
Clean pictures, murals & clocks	
Wash windows	
Light fixtures	
Check all fire extinguishers	

**ENTRANCES, LOBBIES & CORRIDORS**

Clean door frames	
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**CLASSROOMS, LIBRARY & MEETING ROOMS**

Chalkboards	
1. clean boards	
Furniture (including tables & desks)	
1. dust	

**ADDITIONAL ITEMS AS REQUESTED BY ADMINISTRATOR**


Please sign/date by yourself and administrator and fax to Tina Schierman (780) 618-3143 at Central Office when items are completed

Name	Signature	Date
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Administrator Signature