School and learning center cleaning: what we clean

Walk the campus or suite after dismissal and mark each room on the evening list.

School _____ **Address** _____

Walked by _____ **Date** _____

Classrooms

- ☐ Desks, tables and counters wiped
- ☐ High-touch points students handle all day wiped
- ☐ Door handles and light switches done
- ☐ Trash and recycling collected
- ☐ Business park learning center suites on the same routine

Offices and staff rooms

- ☐ School office surfaces wiped
- ☐ Staff breakroom counters cleaned
- ☐ Staff rooms on the same routine as classrooms
- ☐ Paper goods, soap and liners refilled

Restrooms

- ☐ Restrooms sanitized each visit
- ☐ Paper towels and toilet paper restocked
- ☐ Soap and liners refilled

Entrances and hallways

- ☐ Entrances cleaned every visit
- ☐ Hallway floors cleaned every visit
- ☐ Campus walkways: porter litter pickup, if wanted
- ☐ Walkways pressure washed, if wanted

Floor and carpet projects

- ☐ Hallway and entrance floors scrubbed and recoated during breaks
- ☐ Classroom carpet extracted while rooms can sit empty
- ☐ Carpet spots treated
- ☐ Hard floor process matched to material and finish
- ☐ Biggest floor projects set for summer or winter break
- ☐ Single wing or hallway done over a shorter break

Calendar notes

- ☐ School calendar shared with the quote request
- ☐ Target month set for each floor project
- ☐ Building opening after a renovation: construction cleaning first

Notes