School campus: what we clean

Walk the campus with your facilities lead and mark the rooms on each evening's plan.

School _____ **Address** _____

Walked by _____ **Date** _____

Classrooms

- [ ] Trash and recycling emptied
- [ ] Door handles and light switches wiped
- [ ] Shared tables wiped

Hallways, entrances and offices

- [ ] Hallways
- [ ] Entrances
- [ ] Front offices
- [ ] Staff rooms
- [ ] Multipurpose rooms

Restrooms

- [ ] Cleaned on each visit
- [ ] Paper, soap and liners refilled
- [ ] Day porter restocks between periods

Libraries, gyms and auditoriums

- [ ] Library tables and shared contact points
- [ ] Media room bins emptied
- [ ] Carpeted reading areas on the extraction schedule
- [ ] Gym reset after games
- [ ] Auditorium reset after concerts and assemblies

Calendar and break work

- [ ] Visits start after dismissal and activities
- [ ] Weekend visits around games and events
- [ ] Hallway floors scrubbed and recoated over breaks
- [ ] Library and office carpet extracted over breaks
- [ ] Top-to-bottom pass before the new year
- [ ] Touch-up just before the first day

Grounds and new space

- [ ] Parking lot and outdoor litter picked up
- [ ] New wings added as they open
- [ ] Post-construction clean after remodels

Notes