School and daycare cleaning: what we clean

Carry this through the building with your principal or director and check off each space.

School or center _____ **Address** _____

Walked by _____ **Date** _____

Classrooms and learning rooms

- ☐ Desks and tables wiped
- ☐ Whiteboards and their trays cleaned
- ☐ Sinks and drinking fountains scrubbed
- ☐ Trash emptied
- ☐ Carpet and hard floors cleaned
- ☐ Art room paint splatter and clay dust removed
- ☐ Lab counters wiped once materials are put away
- ☐ Keyboards and shared tablets wiped with a cloth

Childcare rooms and nurseries

- ☐ Low tables, chairs, cubbies and toy shelves wiped
- ☐ Handwashing sinks and counters cleaned
- ☐ Floors under nap areas and play mats vacuumed and mopped
- ☐ Diaper-changing counters cleaned and disinfected each visit
- ☐ Toys cleaned on the schedule your director sets
- ☐ Products stored out of children's reach

Student restrooms

- ☐ Toilets, urinals, sinks and partitions scrubbed and disinfected
- ☐ Mirrors cleaned and dispensers refilled

Cafeteria, gym and offices

- ☐ Cafeteria tables and chairs wiped after lunch
- ☐ Cafeteria floors swept and mopped
- ☐ Gym floor dust-mopped
- ☐ Locker rooms cleaned
- ☐ Front office, nurse's room and staff lounge cleaned

Entrances and hallways

- [ ] Entry mats vacuumed
- [ ] Entry glass and door handles cleaned
- [ ] First stretch of hallway mopped
- [ ] Hallways dust-mopped and wet-mopped
- [ ] Locker and cubby fronts wiped
- [ ] Pickup lobby and daycare sign-in counter cleaned

Break-time projects

- [ ] Classroom carpet extraction
- [ ] Hallway tile stripped and refinished
- [ ] Every room cleaned top to bottom before classes resume

Notes