School campus cleaning: what we clean

Walk the campus after dismissal and check each space once it is done.

School _____ **Address** _____

Walked by _____ **Date** _____

Classrooms and corridors

- [ ] Classrooms cleaned after dismissal
- [ ] Each room cleaned once it is free
- [ ] Corridors between classrooms
- [ ] Main entrances
- [ ] High-touch surfaces
- [ ] Common areas

Restrooms

- [ ] Student restrooms on every visit
- [ ] Restrooms sanitized
- [ ] Paper, soap and liners restocked to daily use
- [ ] Daytime porter restock before dismissal, if added

Cafeteria and offices

- [ ] Cafeteria
- [ ] Administrative offices on a quieter routine
- [ ] Trash and recycling

Access and timing

- [ ] Keys, alarm codes and sign-in as your office sets them
- [ ] Your school's product requirements
- [ ] Visits timed around after-school activities
- [ ] Bell schedule shared for the plan
- [ ] Every cleaner background checked before the first visit

Break work

- [ ] Floors scrubbed, recoated and burnished over breaks
- [ ] Hallway floors refinished in summer
- [ ] Office carpet extraction
- [ ] Top-to-bottom classroom clean over winter or summer break
- [ ] Routine schedule adjusted while the building is closed

Outside

- [ ] Parking lots swept
- [ ] Walkways pressure washed

Notes