| Daily School Cleaning Checklist |
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| **INSPECTION DATE:** |  | **TECHNICIAN:** |  |
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|  ▢ | \*Classrooms\* |
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|  ▢ | Empty trash cans and replace liners  |
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|  ▢ | Wipe down desks, chairs, blackboards, and whiteboards |
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|  ▢ | Sweep and mop hard floors |
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|  ▢ | Vacuum carpets  |
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|  ▢ |  Sanitize high-touch surfaces like door handles and light switches |
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|  ▢ | \*Restrooms\* |
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|  ▢ | Clean and disinfect toilets, sinks, and mirrors  |
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|  ▢ | Restock soap, paper towels, and toilet paper |
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|  ▢ | Empty trash bins  |
| --- | --- |

|  ▢ | Sanitize high-touch surfaces |
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|  ▢ | \*Cafeteria\* |
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|  ▢ | Wipe down tables and chairs after meals |
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|  ▢ | Sweep and mop floors |
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|  ▢ | Clean and sanitize food preparation areas and equipment |
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|  ▢ | Empty and sanitize trash cans |
| --- | --- |

|  ▢ | \*Common areas\* |
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|  ▢ | Clean and sanitize handrails  |
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|  ▢ | Sanitize light switches, and doorknobs.  |
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|  ▢ | Sweep, vacuum, or mop floors |
| --- | --- |

|  ▢ | Empty trash bins and replace liners |
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|  ▢ | \*Gymnasium\* |
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|  ▢ | Sweep floors  |
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|  ▢ | Clean and sanitize any equipment in use |
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|  ▢ | Empty trash cans and replace liners |
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| **COMMENTS:** |
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