| Monthly School Cleaning Checklist |
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| **INSPECTION DATE:** |  | **TECHNICIAN:** |  |
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| ▢ | Wash all windows, glass doors, and partitions inside and out |
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| ▢ | Inspect and clean outdoor seating areas, sports bleachers, and playground equipment |
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| ▢ | Clean and inspect air vents, ducts, and filters for dust buildup |
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| ▢ | Deep clean and sanitize restrooms, including walls, ceilings, and baseboards |
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| ▢ | Clean and sanitize lockers and storage units |
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| ▢ | Shampoo carpets and rugs in high-traffic areas and offices |
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| ▢ | Inventory and replenish long-term cleaning supplies |
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| ▢ | Update storage labels and ensure items are organized properly |
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| ▢ | Polish and buff hard floors, applying protective coatings as needed |
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| ▢ | Conduct a detailed inspection of gym equipment for maintenance or repairs |
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| **COMMENTS:** | | | |
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