School campus: what we clean

Walk the campus with your facilities lead and tick each room the crew resets.

School _____ **Address** _____

Walked by _____ **Date** _____

Classrooms

- ☐ Bins emptied
- ☐ Desks and tables wiped
- ☐ Whiteboard trays cleaned
- ☐ Floors swept, mopped or vacuumed
- ☐ Touch points wiped

Labs, art rooms and library

- ☐ Own notes in the plan for each room
- ☐ Surfaces to wipe marked
- ☐ Student projects left alone

Restrooms and offices

- ☐ Student and staff restrooms, fixtures to floor
- ☐ Restrooms restocked
- ☐ Front office
- ☐ Staff room
- ☐ Nurse's office

Gyms, cafeterias and halls

- ☐ Gym and multipurpose floors on every visit
- ☐ Cafeteria floors
- ☐ Hallways and entries done last

Breaks and summer

- ☐ Classroom and library carpet extraction over winter or spring break
- ☐ Hallway and classroom tile stripped and refinished in summer
- ☐ Gym deep clean over the summer
- ☐ Every room reset before the new year
- ☐ Furniture back in place before the first day

School days and events

- ☐ Day porter for restrooms and the front office
- ☐ Cafeteria spills handled during classes
- ☐ Restrooms and gym reset after an evening event
- ☐ Bell schedule and event calendar shared
- ☐ Building access details shared

Notes