

School and daycare cleaning: what we clean

Use one sheet per building as your director walks the rooms with us before service starts.

School or center _____ Address _____
Walked by _____ Date _____

Classrooms

- ☐ Desks, tables, chairs and cubbies
- ☐ Door handles and light switches
- ☐ Sinks and drinking fountains
- ☐ Floor under every table
- ☐ Trash emptied
- ☐ Whiteboards on the days you choose
- ☐ Carpets and rugs vacuumed

Nap rooms and infant areas

- ☐ Crib rails and cot surfaces wiped
- ☐ Changing stations wiped
- ☐ Mats and cots returned to their storage spot
- ☐ Toy shelves and play surfaces, with products you approve

Restrooms and kitchens

- ☐ Student and staff restrooms cleaned and restocked
- ☐ Fixtures, partitions and floors scrubbed
- ☐ Kitchen and lunch counters, tables and sinks
- ☐ Appliance fronts wiped and floors mopped

Shared spaces and front office

- ☐ Gyms and multipurpose rooms
- ☐ Front lobby entry glass and floors
- ☐ Reception counter and sign-in tablet
- ☐ Teachers' break room and staff restrooms

Break and summer projects

- ☐ Resilient floors stripped and refinished
- ☐ Carpet extraction
- ☐ Walls washed and furniture detailed
- ☐ Tops of lockers and cabinets, light lenses and vents
- ☐ Window tracks and the floor under heavy furniture

Extras during the term

- ☐ Day porter restocking restrooms during school hours
- ☐ Extra entry care in the rainy months
- ☐ Touchpoint disinfection on evening visits

Notes
