

# School Classroom Cleaning Checklist

Cleaning

SCHOOL	ROOM #	DATE ___ / ___ / ____	CUSTODIAN
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## DESKS & SEATING

- |                                                               |                                                            |
|---------------------------------------------------------------|------------------------------------------------------------|
| <input type="checkbox"/> Student desktops wiped and sanitised | <input type="checkbox"/> Under desks checked (litter, gum) |
| <input type="checkbox"/> Chair seats wiped                    | <input type="checkbox"/> Desks aligned in rows             |

## TEACHER'S AREA

- |                                                            |                                                               |
|------------------------------------------------------------|---------------------------------------------------------------|
| <input type="checkbox"/> Teacher's desk wiped (not papers) | <input type="checkbox"/> Whiteboard tray and markers tidied   |
| <input type="checkbox"/> Whiteboard / chalkboard cleaned   | <input type="checkbox"/> Interactive screen / projector wiped |

## HIGH-TOUCH SURFACES

- |                                                             |                                                                    |
|-------------------------------------------------------------|--------------------------------------------------------------------|
| <input type="checkbox"/> Door handles (both sides)          | <input type="checkbox"/> Pencil sharpener                          |
| <input type="checkbox"/> Light switches                     | <input type="checkbox"/> Hand sanitiser dispenser wiped and filled |
| <input type="checkbox"/> Shared computer keyboards and mice | <input type="checkbox"/> Window sills                              |

## FLOORS & GENERAL

- |                                                          |                                                     |
|----------------------------------------------------------|-----------------------------------------------------|
| <input type="checkbox"/> Floor swept or vacuumed         | <input type="checkbox"/> Bins emptied and relined   |
| <input type="checkbox"/> Floor mopped (hard floors only) | <input type="checkbox"/> Recycling bin emptied      |
| <input type="checkbox"/> Carpet stains spot-treated      | <input type="checkbox"/> Windows closed and latched |

## SUPPLIES & NOTES

- Tissue box restocked
- Paper towels at sink (if in room)
- Soap dispenser filled (if in room)

Maintenance issues noted \_\_\_\_\_

Custodian initials \_\_\_\_\_

## Notes

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