

# CLEANING LIST

<p><b><u>Classrooms (Upper, Lower &amp; Kindergarten)</u></b></p> <ul style="list-style-type: none"> <li>• Wash windows inside and out (as needed)</li> <li>• Treat spots on carpets and scrub them</li> </ul>	<p><b><u>Office</u></b></p> <ul style="list-style-type: none"> <li>• Wash windows inside and out (as needed)</li> <li>• Dust pictures and cabinets (as needed)</li> <li>• Vacuum floor</li> </ul>
<p><b><u>Library</u></b></p> <ul style="list-style-type: none"> <li>• Wash windows inside and out (as needed)</li> <li>• Wipe down shelves</li> <li>• Clean out and wash refrigerator (as needed)</li> <li>• Vacuum Carpet</li> </ul>	<p><b><u>Utility Room</u></b></p> <ul style="list-style-type: none"> <li>• Clean sink and counter top</li> <li>• Clean mop basin</li> <li>• Straighten up cabinets</li> <li>• Sweep and mop floor</li> <li>• Take out Trash &amp; Recycling</li> </ul>
<p><b><u>Hallway</u></b></p> <ul style="list-style-type: none"> <li>• Wash walls and coat shelves (top and bottom)</li> <li>• Wash drinking fountain</li> <li>• Wash windows, glass doors, office windows, trophy case and bulletin board</li> <li>• Wash lights (as needed)</li> <li>• Dust/wash picture frames (as needed)</li> <li>• Sweep and mop floors</li> <li>• Vacuum carpets in entryways (<i>If mats are wet, change with dry ones in utility room. Hang wet ones on bleachers in gym</i>)</li> </ul>	<p><b><u>Bathrooms (boys, girls and end of hall)</u></b></p> <ul style="list-style-type: none"> <li>• Wash walls and stalls</li> <li>• Clean toilet bowls and urinals inside and out</li> <li>• Put deodorant blocks in urinals</li> <li>• Clean mirrors</li> <li>• Wash sinks</li> <li>• Fill paper towel dispensers (small key hanging on cupboard door in utility room)</li> <li>• Sweep and mop floors (<i>Do not sweep dirt into urinal – Use dustpan</i>)</li> </ul>
<p><b><u>Gym</u></b></p> <ul style="list-style-type: none"> <li>• Vacuum the first Friday of every month (treat spots, if any)</li> </ul>	

- **Do not clean Childcare Rooms.**
- **Put all dirty rags and mop heads in gray bucket in utility room. Childcare staff will wash them.**
- **Leave a note in the school office if you use the last of any cleaning supplies so they can be reordered.**
- **Leave a note in the school office if there are any cleaning supplies that are running low so they can be ordered.**